

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET

E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

### "PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF  
DECEMBER 19 – 23, 2016**

#### MONDAY, DECEMBER 19, 2016

- |          |   |  |
|----------|---|--|
| *2:30 pm | Brown County Solid Waste Board – <i>MEETING CANCELLED</i> | Port & Resource Recovery<br>2561 S. Broadway   |
| *3:30 pm | Housing Authority   | Room 604, City Hall<br>100 N. Jefferson Street |

#### TUESDAY, DECEMBER 20, 2016

- |          |   |  |
|----------|---|--|
| *4:30 pm | Veterans' Recognition Subcommittee – <i>NOTE LOCATION</i> | 2 <sup>nd</sup> Floor Terminal Building<br>Austin Straubel International Airport<br>2077 Airport Drive |
|----------|---|--|

#### WEDNESDAY, DECEMBER 21, 2016

- |                 |   |  |
|-----------------|---|--|
| *5:30 pm        | Special Administration Committee                            | Room 207, City Hall<br>100 N. Jefferson Street                     |
| *5:45 pm        | Special Public Safety Committee                             | Room 210, City Hall<br>100 N. Jefferson Street                     |
| <b>*6:00 pm</b> | <b>Brown County Board of Supervisors – <i>Note Time</i></b> | <b>Legislative Room 203, City Hall<br/>100 N. Jefferson Street</b> |

THURSDAY, DECEMBER 22, 2016  
(No Meetings)

FRIDAY, DECEMBER 23, 2016  
(No Meetings)  
County Board Office Closed

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**PORT & RESOURCE RECOVERY DEPARTMENT**

*Brown County*

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

**PUBLIC NOTICE**  
**BROWN COUNTY SOLID WASTE BOARD**  
**Monday, December 19<sup>th</sup> – 2:30 pm**  
Brown County Port & Resource Recovery  
2561 S. Broadway, Green Bay, WI 54304

**Agenda:**

**No Solid Waste Board meeting will be held in December 2016.**

Dean R. Haen  
Director

*Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.*

**AGENDA**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, December 19, 2016, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, Corday Goddard and Andy Williams

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the November 21, 2016, meeting of the Brown County Housing Authority.

**COMMUNICATIONS:**

None

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications
  - B. Unit Count
  - C. Housing Assistance Payments Expenses
  - D. Housing Quality Standard Inspection Compliance
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
  - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
  - G. VASH Reports (new VASH and active VASH)
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations

**OLD BUSINESS:**

None

**NEW BUSINESS:**

3. Consideration with possible action regarding request for funding from Greater Green Bay Habitat for Humanity.
4. Consideration with possible action regarding the televising and posting of BCHA audio and visual recordings on Brown County's website.
5. Consideration with possible action regarding a request for the approval of a HUD waiver to a potential conflict of interest with a Brown County Supervisor who has indirect involvement in a rental property in which the tenants receive Housing Choice Voucher assistance.

**BILLS AND FINANCIAL REPORT:**

6. Consideration with possible action on acceptance of BCHA bills.

7. Consideration with possible action on acceptance of BCHA financial report.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

8. Review Priorities at your PHA section of Lead the Way training

9. Schedule of BCHA Meetings for 2017

10. Date of next meeting: January 16, 2017

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made

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### VETERANS SUBCOMMITTEE

Bernie Erickson, Chair  
Ed Koslowski, Vice Chair  
Louise Dahlke, Jim Haskins,  
Delores Pierce, Duane Pierce,  
Tracy Rosinski, Joe Witkowski

**\*\*Running Total of Veterans' Certificates: 1778**

### VETERANS' RECOGNITION SUBCOMMITTEE

**TUESDAY, December 20, 2016**

**4:30 pm**

**Austin Straubel International Airport  
2<sup>nd</sup> Floor of Terminal Bldg., Large Conference  
Room  
2077 Airport Drive, Green Bay**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEMS LISTED ON THE AGENDA**

### **\*\*NOTE LOCATION\*\***

**\*\*For those planning on attending the meeting, please park in the short term parking lot  
and bring in your parking ticket for validation.**

1. Call Meeting to Order.
2. Invocation.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of November 15, 2016.
5. Budget Status Financial Reports for September and October, 2016.
6. Update re: Honor Rewards Program.
7. Update re: 2017 Veterans' Appreciation Day at the Brown County Fair.
8. Possible update re: Veterans Day events.
9. Report from CVSO Jerry Polus.
10. Comments from Carl Soderberg.

11. Report from Committee Members Present (Erickson, Dahlke, Haskins, Koslowski, Pierce, Rosinski & Witkowski).
12. Such Other Matters as Authorized by Law.
13. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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### ADMINISTRATION COMMITTEE

Richard Schadewald, Chair

Jamie Blom, Vice-Chair

Mark Becker, James Kneiszel,

John Vander Leest

### SPECIAL ADMINISTRATION COMMITTEE

Wednesday, December 21, 2016

5:30 p.m.

Room 207, City Hall

100 N. Jefferson Street, Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.

### Comments from the Public

### Resolutions and Ordinances

1. Resolution Approving General Fund Usage.
  - a. Budget Adjustment Request (16-104): Any allocation from the County's General Fund.
2. Resolution to Provide Winter Maintenance on the Fox River State Recreational Trail.
3. Resolution re: Ratifying the Sheriff's Department Supervisory Employees Labor Association 2015-2016 Labor Agreement.

### Budget Adjustment Requests

4. Budget Adjustment Request (16-111): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).

### Other

5. Such other matters as authorized by law.
6. Adjourn.

Richard Schadewald, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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### **PUBLIC SAFETY COMMITTEE**

Patrick Buckley, Chair  
Andy Nicholson, Vice Chair  
Bill Clancy, Patrick Evans, Guy Zima

### **SPECIAL PUBLIC SAFETY COMMITTEE**

**Wednesday, December 21, 2016**

**5:45 p.m.**

**Rm 210, City Hall**

**100 N. Jefferson Street, Green Bay**

- I. Call meeting to order.
- II. Approve/modify agenda.

### **Resolutions:**

- 1. Resolution in Support of Legislation Allowing Counties to Seize Vehicles Owned by Repeat OWI Offenders.
- 2. Such other matters as authorized by law.

Patrick Buckley, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



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E-mail: BC\_County\_Board@co.brown.wi.us.

**PATRICK W. MOYNIHAN JR., CHAIR**

**THOMAS J. LUND, VICE CHAIR**

## PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, December 21, 2016 at 6:00 p.m.**, in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

### NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

### **\*\* Presentations \*\***

#### **Commendation Honoring Cathy Williquette Lindsay**

1. **Adoption of Agenda.**
2. **Comments from the Public:**
  - a. State name and address for the record.
  - b. Comments will be limited to five minutes.
  - c. The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.
3. **Approval of Minutes of November 2, 2016, November 14, 2016 and November 30, 2016.**
4. **Announcements of Supervisors.**
5. **Communications:**
  - a. Late Communications. (None)
6. **Appointments:**

**County Executive:**

  - a. Confirmation/Appointment of Erik Pritzl as Director of Brown County Health and Human Services Department.
  - b. Reappointment of Corrie Campbell and Appointments of Mary Deringer, Arlie Doxtater, Mary Johnson, Randall Johnson, Deborah Lundberg and Linda Mamrosh to the Aging

- and Disability Resource Center Board.
  - c. Reappointments of Joe Van Deurzen and Susan Paulus-Smith to the Board of Health.
  - d. Reappointment of John Van Dyck to the Library Board.
  - e. Reappointment of Kevin Kuehn to the Museum Governing Board.
  - f. Reappointment of Corrie Campbell to the Nicolet Federated Library Board.
  - g. Reappointment of Kathryn Hasselblad-Pascale to the NEW Water Commission.
7. **Reports by:**
- a. County Executive.
  - b. County Board Chair.
8. **Other Reports: (None)**
9. **Standing Committee Reports:**
- a) Report of Administration Committee of December 7, 2016:**
1. Review minutes of:
    - a. Housing Authority (September 19, 2016 and October 17, 2016). Receive and place on file.
  2. Communication from Supervisor Schadewald re: 2018 Budget Proposals re: Health Insurance and Pay Options earlier in the year. Receive and place on file.
  3. Communication from Supervisor Schadewald re: That County Code and policy be examined relating to pay increases, health insurance, employee benefits and any other policies concerning employee compensation so that each is a separate resolution at budget time. Receive and place on file.
  4. Brown County Financial Statement Results – Levy Funded Departments as of October 31, 2016. Receive and place on file.
  5. Treasurer - Budget Performance Report for the period January - October 2016. *No action taken.*
  6. Treasurer - Discussion and possible action on the following tax deed parcels:
    - a. PARCEL HB-855-3 (Hobart) at 973 HAVEN PLACE  
*County cost = \$ 72,902.56 (TIP) + approx. \$ 7,700 - 2016 taxes\**  
*Special Assessment, Special Interest & Penalty due = \$ 26,775.73*  
*\*The current assessed valuation of \$401,800 will result in a 2016 tax bill in the ballpark of \$7,700 due 1-31-2017 because the parcel was taxable on January 1, 2016.*  
To direct the Treasurer to put the property out to bid by the public. Carried 3 to 2
    - b. PARCEL 21-1293-2 (City of Green Bay) at 1739 MAIN STREET  
*County cost = \$ 24,611.72 (TIP) + approx. \$ 0 - 2016 taxes\** To get a bid for cleanup costs.
  7. Child Support - Budget Status Financial Report for October 2016. Receive and place on file.
  8. Child Support - Departmental Opening Summary. Receive and place on file.
  9. Child Support - Director Summary for October and November 2016. Receive and place on file.
  10. Technology Services - Budget Status Financial Report for October 2016. Receive and place on file.
  11. Technology Services Monthly Report. Receive and place on file.
  12. Technology Services - Resolution to Expand Brown County Community Area Network. To approve.  
*See Resolutions & Ordinances.*
  13. Dept. of Admin - Budget Status Financial Report for October 2016. Receive and place on file.
  14. Dept. of Admin - Departmental Opening Summary. Receive and place on file.
  15. Dept. of Admin - 2016 Budget Adjustment Log. Receive and place on file.
  16. Dept. of Admin - Director's Reports. Receive and place on file.
  17. HR - Review of Class and Comp Study. To hold for one month.
  18. HR - Oneida Service Agreement. Receive and place on file.
  19. HR - Turnover Report. Receive and place on file.
  20. HR - Position Approval Lists for October and November. Receive and place on file.
  21. HR - Budget Status Financial Reports for September and October (unaudited).  
Receive and place on file.
  22. HR - Department Vacancies Report. Receive and place on file.
  23. Human Resources Report. Receive and place on file.
  24. County Clerk – Budget Status Financial Report for October 2016. Receive and place on file.
  25. Audit of bills. To pay the bills.

**a) Report of Special Administration Committee of December 21, 2016:**

*Motions Pending Special Admin meeting of December 21, 2016.*

1. Resolution Approving General Fund Usage. *See Resolutions & Ordinances.*
  - a. Budget Adjustment Request (16-104): Any allocation from the County's General Fund.
2. Resolution to Provide Winter Maintenance on the Fox River State Recreational Trail. *See Resolutions & Ordinances.*
3. Resolution re: Ratifying the Sheriff's Department Supervisory Employees Labor Association 2015-2016 Labor Agreement. *See Resolutions & Ordinances.*
4. Budget Adjustment Request (16-111): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).

**b) Report of Education & Recreation Committee of November 17, 2016:**

1. Review Minutes of:
  - a. Library Board (September 15, 2016). Receive and place on file.
  - b. Neville Public Museum Governing Board (October 10, 2016). Receive and place on file.
2. Communication from Supervisor Linssen re: To provide for ice and snow removal on the paved portion of the Fox River Trail. To direct staff to go out for an RFQ or RFP and set aside \$20,000 in the general fund to clear the trail starting January 1, 2017. Carried 4 to 1
3. Golf Course - Budget Status Financial Report for September 2016 (Unaudited). Receive and place on file.
4. Golf Course - Superintendent's Report. Receive and place on file.
5. Park Mgmt. - Budget Status Financial Report for September 2016 (Unaudited). Receive and place on file.
6. Park Mgmt. - Resolution to Consent to a Trail Access Permit between the Wisconsin Department of Natural Resources and LLP Agricultural Partners, LLC for Agricultural Crossing Purposes. To approve. See Resolutions & Ordinances.
7. Park Mgmt. - Discussion and Approval re: Agreement with Bay Nordic Ski Club for Reforestation Camp trail improvement (draft agreement attached). To approved the agreement.
8. Park Mgmt. - Discussion with possible action re: Koch Property Donation.
  - i. To make a recommendation to the full County Board to decline the donation. Motion Failed: Ayes: 2; Nays: 2; Abstentions: 1.
  - ii. To make a recommendation to the full County Board to accept the donation. Motion Failed: Ayes: 2; Nays: 2; Abstentions: 1.
  - iii. To refer to the full County Board with no recommendation from this Committee. Carried 4 to 1 Abstention.
9. Park Mgmt. - October 2016 park attendance and field staff reports. Receive and place on file.
10. Park Mgmt. - Assistant Director's Report. Receive and place on file.
11. NEW Zoo - Budget Status Financial Report for September 2016 (Unaudited). Receive and place on file.
12. Zoo Director's Report and Zoo Monthly Activity Reports. Receive and place on file.
13. Library - Budget Status Financial Report for September 30, 2016 (Unaudited). Receive and place on file.
14. Library Employee Banked Sick Leave. To hold with the recommendation that staff brings back a resolution to resolve this.
15. Library Report. Receive and place on file.
16. Museum Budget Status Financial Report for September 2016 (Unaudited). Receive and place on file.
17. Museum Director's Report.
  - i. To officially recognize the museum staff for receiving the Business Partner and Tourism Award.
  - ii. Receive and place on file.
18. Museum - Neville Public Museum Snapchat Summary. *No action taken.*
19. Audit of bills. *No bills present.*

**c) Report of Executive Committee of December 12, 2016:**

1. Review Minutes of:
  - a. Brown County LEAN Steering Committee (September 1, 2016). Receive and place on file.
2. Legal Bills - Review and Possible Action on Legal Bills to be paid. To approve.
3. Communication from Supervisors Sieber and Linssen to ask the Brown County District Attorney's office to investigate violations of closed sessions and/or the dissemination of classified information. *July motions: To refer to Corporation Counsel to draft a policy re: violation of closed session confidentiality and identify possible penalties and bring back. Carried 5 to 2; Motion to refer the current complaint to the Ethics Board for review. Held for 90 days. To hold until January.*
4. Reconsideration of Vote: Communication from Supervisor Evans re: Reconsider Item #10f (from October's County Board meeting agenda) – An Ordinance Amending Section 4.93 of Chapter 4 of the Brown County Code entitled "Grievance Procedure". To hold until February.
5. Communication from Supervisor Moynihan re: For your consideration, I hereby request the Executive Committee direct Internal Auditor Dan Process to commence and complete an audit of the 750 Fund (Health/Dental). To send it directly to the Internal Auditor for his review and report back in April.
6. Communication from Supervisor Becker re: This communication is a request that the Executive Committee draft a proclamation that reaffirms our (Brown County Board's) support for the DARE Program. Receive and place on file. Carried 6 to 1
7. Communication from Supervisor Campbell re: To work with Corporation Counsel to draft a resolution recognizing deceased employee, Robert Welsing Jr., for his years of service to Brown County. Receive and place on file. Carried 6 to 1
8. Communication from Supervisor Schadewald re: That County Code and policy be examined relating to pay increases, health insurance, employee benefits and any other policies concerning employee compensation so that each is a separate resolution at budget time. To send this item to the Administration Committee to work out over the next few months and bring back to the Executive Committee. Carried 6 to 1
9. An Ordinance to Amend Sections 4.49 and 4.57 of the Brown County Code of Ordinances Entitled, Respectively, as "Extra Pay" and "Policy". Receive and place on file. See Resolutions & Ordinances.
10. Brown County Financial Statement Results–Levy Funded Departments as of October 2016. Receive and place on file.
11. Internal Auditor Report:
  - a) Board of Supervisors & Veterans' Recognition Subcommittee Budget Status Report – September 2016 (Unaudited). Receive and place on file.
  - b) Board of Supervisors Budget Status Report – October 2016 (Unaudited). Receive and place on file.
  - c) Status Update: October 1 – November 30, 2016. Receive and place on file.
12. Human Resources Report:
  - a) Resolution re: Ratifying a Memorandum of Understanding with the Sheriff's Department Non-Supervisory Employees Labor Association. To approve. See Resolutions & Ordinances.
  - b) Resolution re: Ratifying the Sheriff's Department Supervisory Employees Labor Association 2015-2016 Labor Agreement. To approve. See Resolutions & Ordinances.
13. County Executive Report. *No report, no action.*

**d) Report of Human Services Committee of November 16, 2016:**

1. Review Minutes of:
  - a. Aging & Disability Resource Center Board of Director's (July 14 and August 25, 2016).
  - b. Aging & Disability Resource Center of Brown County Board (February 25, April 28 and May 26, 2016).
  - c. Children with Disabilities Education Board (October 13, October 24, October 26 & November 3, 2016).
  - d. Human Services Board (October 13, 2016).
  - e. Veterans' Recognition Subcommittee (September 20, 2016).
    - i. Suspend the rules to take Items 1a, b, c and e together
    - ii. To approve Items 1a, b, c and e.
    - iii. To send 1d minutes back for corrections.

2. Communication from Supervisor Schadewald re: I propose that the Human Services Committee examine and draft a resolution similar to St. Croix County Resolution No. 37 (2016). Receive and place on file.
3. Communication from Supervisor Schadewald re: This is my request for the committee to evaluate Montana Meth Project commercials for possible use as public service announcements in Brown County. To refer to Administration to request NEWEYE to research the way to do public service announcements, look into copyright laws, etc. and bring back in 60 days.
4. Communication from Supervisor Nicholson re: Requesting the reasons why the Nursing staff at the CTC are not able to select vacation from 12/22/16 to 12/31/16. Receive and place on file.
5. Wind Turbine Update - Cost of peer review. *Referred to Corporation Counsel and Purchasing Department. To take Items 5 and 6 together.*
6. Wind Turbine Update - Questions for Attorney General. *Pending response from Attorney General.*
  - i. Receive and place on file Item #5.
  - ii. Receive and place on file Item #6.
7. Wind Turbine Update - Receive new information – Standing Item. *No action taken.*
8. Resolution Approving Funding to Provide Safe and Secure Transitional Housing in Brown County.
  - i. To send to Corporation Counsel with this intent: Therefore the County Board of Supervisors approve a budget carryover of 2016 funds from the money allocated for Mental Health initiative funds in the amount up to \$75,000 for a study of programming and housing needed for transitional housing in Brown County.
  - ii. To amend his motion to put up to \$75,000 for the study and \$325,000 for transitional living if the study so shows that they need it. Motion Failed 4 to 1
9. Human Svc Dept. - Update re: County policies re: visiting hours for relatives, court appointed guardians, and other professional services personnel at the Community Treatment Center. To send back for 30 days for review.
10. Human Svc Dept. - Executive Director's Report. Receive and place on file.
11. Human Svc Dept. - Financial Report for Community Treatment Center and Community Programs. Receive and place on file.
12. Human Svc Dept. - Statistical Reports.
  - a. CTC Staff - Double Shifts Worked.
  - b. Monthly CTC Data - Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
  - c. Child Protection - Child Abuse/Neglect Report.
  - d. Monthly Contract Update.
    - i. To suspend the rules to take Items 12a-d together.
    - ii. To approve Items 12a-d.
13. Human Svc Dept. - Request for New Non-Continuous and Contract Providers and New Provider Contract. To approve.
14. Audit of bills. *No bills present.*

**e) Report of Planning, Development and Transportation Committee of November 28, 2016:**

1. Review minutes of:
  - a. Board of Adjustment (October 17, 2016).
  - b. Harbor Commission (September 12, 2016).
  - c. Planning Commission Board of Directors (September 7, 2016 and October 5, 2016).
    - i. To take Items 1a-c together.
    - ii. Receive and place on file Items 1a-c.
2. Register of Deeds - Budget Status Financial Reports for September and October 2016 (Unaudited). Receive and place on file.
3. UW-Extension - Budget Status Financial Report for October 2016 (Unaudited). Receive and place on file.
4. UW-Extension - Budget Adjustment Request (16-104): Any allocation from the County's General Fund. To approve with the amendment to ensure the amount was \$4,964.
5. UW-Extension - Director's Report. Receive and place on file.
6. Planning Commission - Update regarding development of the Brown County Farm property – standing item. Receive and place on file.
7. Planning Commission - Budget Status Financial Reports for September and October (Unaudited). Receive and place on file.

8. Zoning - Budget Status Financial Reports for September and October 2016 (Unaudited). Receive and place on file.
9. Property Listing - Budget Status Financial Reports for September and October 2016 (Unaudited). Receive and place on file.
10. Property Listing - Budget Adjustment Request (16-107): Any increase in expenses with an offsetting increase in revenue. To approve.
11. Airport - Departmental Openings Summary. *No action taken.*
12. Airport - 12-hours Worked Report. Receive and place on file.
13. Airport - Budget Status Financial Report for October 2016. Receive and place on file.
- 13a. Airport - Director's Report. Receive and place on file.
14. Port & Resource Recovery - Great American Disposal Amendment to Contract – Request for Approval. To approve.
15. Port & Resource Recovery - South Landfill Leachate Management Analysis – Request for Approval. To approve the analysis with the trucking option as proposed in the report.
16. Port & Resource Recovery - 217 Agreement 5-year Audit – Request for Approval. To approve.
17. Port & Resource Recovery - 2017 Public Communication Plans – Update. Receive and place on file.
18. Port & Resource Recovery - BOW 2015 Landfill and Recycling Audit – Update. Receive and place on file.
19. Port & Resource Recovery - 3<sup>rd</sup> Qtr Port Budget Status Report – Request for Approval. Receive and place on file.
20. Port & Resource Recovery - 3<sup>rd</sup> Qtr Resource Recovery Budget Status Report – Request for Approval. Receive and place on file.
21. Port & Resource Recovery - Director's Report. Receive and place on file.
22. Public Works - Summary of Operations. Receive and place on file.
23. Public Works - Director's Report. Receive and place on file.
24. Public Works - Bid recommendation and approval for Bid Project #2081 – Jail Hot Water Heater. To approve Hurckman Mechanical for the Alternate Bid of \$69,940.00
25. Audit of bills. To send to Internal Auditor Dan Process for any irregularities.

**e) Report of Land Conservation Subcommittee of November 28, 2016:**

1. Departmental Openings Summary. Receive and place on file.
2. Land Conservation Budget Status Financial Report for October 2016 (unaudited). Receive and place on file.
3. Directors Report:
  - a. WDATCP Board approval of Land and Water Plan-December 6<sup>th</sup>. Receive and place on file.
  - b. Fox River/Green Bay Natural Resources Trustee Council-Pike Habitat Selected for Implementation. Receive and place on file.
4. UWEX Associate Natural Resources Educator-Whitney Passint - Demonstration Farm outreach implementation plan. Receive and place on file.

**f) Report of Public Safety Committee of December 7, 2016:**

1. Review minutes of:
  - a. Fire Investigation Task Force Board of Directors (September 7, 2016).
  - b. Fire Investigation Task Force General Membership (September 8, 2016).
  - c. Local Emergency Planning Committee (September 13, 2016).
  - d. Traffic Safety Commission (July 12, 2016).
    - i. Suspend the rules and take Items 1 a-d together.
    - ii. Receive and place on file Items 1 a-d.
2. Communication from Supervisor Schadewald re: This is my request for the committee to evaluate Montana Meth Project commercials for possible use as public service announcements in Brown County. To hold until the January, 2017 Public Safety meeting.
3. Communication from Supervisor Becker re: This communication is a request that the Executive Committee draft a proclamation that reaffirms our (Brown County Board's) support for the DARE Program. Receive and place on file.

4. Resolution to Approve Legislation Allowing Counties to Seize Drunk Drivers' Vehicles. *See Resolutions & Ordinances. To approve the resolution at a special meeting of the Public Safety Committee at 5:45 pm on December 21, 2016; See Item 9 fi 1.*
5. Resolution Supporting Participation in 2017 County-Tribal Law Enforcement Grant. *To approve. See Resolutions & Ordinances.*
6. Circuit Courts, Commissioners, Probate - Budget Status Financial Reports for September and October 2016. *Receive and place on file.*
7. Circuit Courts, Commissioners, Probate - Budget Adjustment Request (16-106): Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation. *To approve.*
8. Circuit Courts, Commissioners, Probate - Discussion and possible formation of an OWI Court – Judge Zuidmulder. *To support the formation of a committee to look at options for an OWI Court and come back to the Public Safety Committee with recommendations.*
9. Clerk of Courts - Budget Status Financial Reports for September and October 2016. *Receive and place on file.*
10. Clerk of Court's Report. *Receive and place on file.*
11. District Attorney's Report. *Receive and place on file.*
12. Medical Examiner - Budget Status Financial Report for October 2016 (unaudited). *Receive and place on file.*
13. Medical Examiner - Brown County Medical Examiner Activity Spreadsheet through 11/29/2016. *Receive and place on file.*
14. Medical Examiner's Report. *Receive and place on file.*
15. Emergency Mgmt. - Budget Status Financial Reports for September and October 2016. *Receive and place on file.*
16. Emergency Mgmt. - Director's Report. *Receive and place on file.*
17. Public Safety Comm. - Budget Status Financial Reports for October 2016 (unaudited). *Receive and place on file.*
18. Public Safety Comm. - Budget Adjustment Request (16-96): Any increase in expenses with an offsetting increase in revenue. *To approve.*
19. Public Safety Communications Director's Report. *Receive and place on file.*
20. Sheriff - Budget Adjustment Request (16-95): Any increase in expenses with an offsetting increase in revenue. *To approve.*
21. Sheriff - Budget Adjustment Request (17-01): Any increase in expenses with an offsetting increase in revenue. *To approve.*
22. Sheriff's Report. *Receive and place on file.*
23. Audit of bills. *To pay the bills.*

**fi) Report of Special Public Safety Committee of December 21, 2016:**

*Motion Pending Special Public Safety meeting of December 21, 2016.*

1. Resolution to Approve Legislation Allowing Counties to Seize Drink Drivers' Vehicles. *See Resolutions & Ordinances.*

**10. Resolutions & Ordinances:**

**Budget Adjustments Requiring County Board Approval**

- a. Resolution Approving Budget Adjustments to Various Department Budgets.

**Administration Committee**

- b. Resolution to Expand Brown County Community Area Network. Motion at Admin: To approve.

**Special Administration Committee**

- c. Resolution Approving General Fund Usage. *Motion at Special Admin pending meeting of December 21, 2016.*

- d. Resolution to Provide Winter Maintenance on the Fox River State Recreational Trail. *Motion at Special Admin pending meeting of December 21, 2016.*

**Executive Committee and Special Administration Committee**

- e. Resolution re: Ratifying the Sheriff's Department Supervisory Employees Labor Association 2015-2016 Labor Agreement. Motion at Exec: To approve; *Motion at Special Admin pending meeting of December 21, 2016.*

**Education & Recreation Committee**

- f. Resolution to Consent to a Trail Access Permit Between the Wisconsin Department of Natural Resources and LLP Agricultural Partners, LLC for Agricultural Crossing Purposes. Motion at Ed & Rec: To approve.

**Executive Committee**

- g. Ordinance to Amend Sections 4.49 and 4.57 of the Brown County Code of Ordinances Entitled, Respectively, as "Extra Pay" and "policy". Motion at Exec: Receive and place on file.  
h. Resolution re: Ratifying a Memorandum of Understanding with the Sheriff's Department Non-Supervisory Employees Labor Association. Motion at Exec: To approve.

**Public Safety Committee**

- i. Resolution Supporting Participation in 2017 County-Tribal Law Enforcement Grant. Motion at Public Safety: To approve.

**Special Public Safety Committee and Referred from October 19<sup>th</sup> County Board**

- j. Resolution in Support of Legislation Allowing Counties to Seize Vehicles Owned by Repeat OWI Offenders. *Motion at Special Public Safety pending meeting of December 21, 2016.*

11. Closed Sessions: None.
12. Such other matter as authorized by law.
13. Bills over \$5,000 for period ending October 31, 2016 and November 30, 2016.
14. Closing Roll Call.
15. Adjournment to Wednesday, January 18, 2017 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin.

Submitted by:



Patrick W. Moynihan, Jr.  
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.





## DECEMBER 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7 Public Safety 11:00 am Admin Cmte 6:15 pm	8 CICB 8:00 am	9	10
11	12 Executive Cmte 5:30 pm	13	14 Ed & Rec Cmte 5:30 pm, Rm 200, Northern Bldg	15	16	17
18	19 <del>Land Gen 6 pm -</del> <del>PD &amp; I 6:30 pm -</del> <del>-- Tentative --</del> <b>Cancelled</b>	20 Veterans Recognition Subcmte 4:30 pm @ Airport	21 Spec Admin - 5:30 pm Spec Pub Sfty - 5:45 pm <b>Board of Supervisors 6:00 pm</b>	22	23 <b>County Board Office Closed</b>	24
25 	26 <b>County Board Office Closed</b>	27	28 Human Services Cmte has been moved to Jan 5 @ 5:30 pm	29	30 <b>County Board Office Closed</b>	31 <b>County Board Office Closed - January 1st</b>

## **BROWN COUNTY COMMITTEE MINUTES**

- Housing Authority (November 21, 2016)
- Human Services Board (December 8, 2016)
- LEAN Steering Committee (November 3, 2016)
- Planning Commission Board of Directors (November 2, 2016)
- Veterans' Recognition Subcommittee (November 15, 2016)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, November 21, 2016, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS PRESENT:** Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, Corday Goddard, and Andy Williams

**OTHERS PRESENT:** Cheryl Renier-Wigg, Robyn Hallet, Stephanie Schmutzer, Pat Leifker, Matt Roberts, Carol Vande Velden and Mackenzie Reed-Kadow

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the October 17, 2016, meeting of the Brown County Housing Authority.

A motion was made by A. Nicholson and seconded by C. Goddard to approve the minutes from the October 17, 2016, Brown County Housing Authority meeting. Motion carried.

A motion was made by A. Nicholson and seconded by C. Goddard to move agenda items four through seven out of order. Motion carried.

**OLD BUSINESS:**

4. Consideration with possible action regarding the suggestion from a member of the public that contact information for BCHA Commissioners be available online.

R. Hallet explained that this topic was discussed internally and with the approval of the commissioners, staff would like to post the names and addresses of the commissioners on the website. In addition to the addresses, anyone wishing to contact the commissioners directly will be directed to call the Housing Authority to request that information.

A motion was made by A. Nicholson and seconded by T. Diedrick to approve that contact information for BCHA Commissioners be available online. Motion carried.

5. Discussion and approval of use of additional administrative fees due to increased proration.

R. Hallet explained that this item was previously brought up in June and July of 2016 and was requested to be tabled until November.

M. Roberts explained that this item is in regards to the additional administrative fees that were awarded in 2016 when the proration was increased to 84 percent. At that time ICS requested to use a portion of the fees to increase staff salaries and make updates to the phone system. He explained that the phone updates had been completed. The increase in staff salaries would be equivalent to retroactive pay for the staff at ICS.

A. Williams questioned if the increase would be provided as a year-end bonus for the staff, which M. Roberts confirmed it would be a one-time payment. It would be paid retroactive to the work that was done in 2016.

A. Nicholson questioned what the one-time payment would cost. M. Roberts stated it would be \$33,000.

T. Diedrick questioned what would happen as of January 1<sup>st</sup> for ICS salaries. M. Roberts stated that the salaries starting January 1<sup>st</sup> are included in the budget proposal for 2017 per the request of the commissioners.

T. Diedrick stated that his observation, after comparing the salaries at ICS to other non-profits, ICS's salaries are in the low category. He stated that he would be in favor of making adjustments.

A motion was made by C. Goddard and seconded by T. Diedrick to approve the use of additional administrative fees.

A. Nicholson questioned how many staff members would be affected. M. Roberts stated it would be 17 people. A. Nicholson questioned what the percentage increase would be. M. Roberts stated it would be broken out proportionately based off salary. A. Nicholson repeated his question, asking if the increases would be based off a percentage. M. Roberts stated the increases are not a specific percentage per person; instead it is taking the equivalent and breaking it up amongst the 17 staff based off of salary. A. Nicholson requested that M. Roberts use one employee's salary as an example to find what the percentage would be. M. Roberts stated that by dividing the \$33,000 by 17 positions and dividing that by \$35,000 as an average salary, it would be an increase of 0.5 percent. A. Nicholson questioned if the 0.5 percent would be the increase in the staff's salary. M. Roberts stated that the 0.5 percent would be for one time retroactive payment.

A. Williams questioned what percentage were ICS staff below the average. T. Diedrick stated the staff was close to a dollar lower than the average. A. Williams questioned what the range of average pay was for these positions. T. Deidrick stated it was between \$16 and \$17 per hour.

R. Hallet questioned how M. Roberts determined the requested amount of \$33,000. M. Roberts stated that it was not through any mathematical equation. It was just an amount that could be broken up fairly amongst the staff. He stated the original requested amount was \$40,000 which allowed \$5,000 for the phone system update and left \$33,000 for salaries.

T. Diedrick stated that there are two different issues being discussed; the salary adjustment for the year 2016 using the administrative fees, and the second being the increase in salary for 2017 which will be discussed with the ICS budget proposal.

A. Nicholson questioned if the retroactive payment would take place in 2016. M. Roberts confirmed.

A. Williams questioned how many employees this would effect. M. Roberts stated 17. A. Williams stated that splitting \$33,000 between 17 employees would be about \$2,000 per person, equating to a retroactive payment of about six percent. A. Nicholson stated he thought M. Roberts stated it was 0.5 percent. M. Roberts apologized, stating he read the number incorrectly.

A. Nicholson questioned if the employees are salaried positions. M. Roberts stated the employees are exempt and non-exempt employees.

S. Schmutzer stated that she received the fourth quarter proration increase for 2015 in January 2016 which was \$17,219; the first quarter of 2016 was received in May which was \$48,554; and the second quarter increase was \$37,242. Therefore the extra administrative fees that have been received this year total \$103,000.

A. Williams questioned if the money has to be used. C. Renier-Wigg stated there is about \$1.3 million in reserves.

A. Nicholson stated that he would vote no on the issue because he does not agree with pay increases that are not budgeted. He questioned if the pay increase was budgeted. M. Roberts stated this money was not budgeted. A. Nicholson questioned if ICS has a budget for 2016. M. Roberts confirmed. A. Nicholson stated he is not opposed to pay raises, but not during a term where there is already a budget in place. He questioned if there were going to be pay increases for the 2017 budget. M. Roberts confirmed.

The commissioners attempted to take a vote. T. Diedrick and C. Goddard voted yes. A. Nicholson voted no. A. Williams stated that he did not vote because he is still unsure, and A. Hartman did not vote. A. Williams questioned if this was related to the addition of another position at ICS. M. Roberts stated the addition of the Landlord Liaison position, which was discussed at previous meetings, and is incorporated within the budget for 2017. R. Hallet clarified that will be explained further under the agenda item for the budget. A. Williams questioned how the \$33,000 would be broken down. M. Roberts explained it would be broken down equivalent to wages. A. Williams questioned if it would be done proportional. M. Roberts confirmed.

A. Williams stated he will register as voting no which would make the vote two to two. He stated he has too many other questions. A. Hartman questioned if it would be easier to make a decision if the commissioners heard about the budget and then came back to this item. A. Williams stated that it may help. A. Williams questioned if A. Hartman voted. A. Hartman confirmed she did not vote. She stated typically she does not vote, but in this instance she would vote no.

(See end of item number six for decision on item number five.)

#### **NEW BUSINESS:**

6. Consideration with possible action regarding ICS budget.

M. Roberts explained that nothing has drastically changed in the budget from the previous several years in terms of what is budgeted for. He stated that the salary study is included in the budget packet. The study looks at other housing authority positions that are doing similar work to ICS, other non-profits in the area, and similar national positions and what their salary ranges are. That study was used in the 2017 budget to propose a pay increase for ICS staff. Currently according to the study ICS staff is \$0.87 below the average minimum salary. The proposal would bring ICS staff from \$15.99 to \$16.91 on an average for front-line staff. This increase is incorporated into the salary line of the budget.

M. Roberts stated that in regards to the position of Landlord Liaison, after much discussion, they have come to the conclusion that it would be more beneficial to add an additional Housing Specialist instead. He added that when sequestration hit in 2012 and 2013 and proration fell down to 64 percent, ICS cut two full time positions. Now proration is at 84 percent, and utilization has gone up on average about 400 cases which is the equivalent of a full time Housing Specialist position. The addition of another Housing Specialist would bring the current work load of each Specialist down which would allow for more communication with clients and landlords.

M. Roberts stated that another item that is different from previous years is the pay bands. He stated the pay bands were established in the 2013 budget and need to be adjusted with time. He added that only the front line staff needs to be adjusted. This adjustment would move their minimums from \$25,000 per year to \$30,000 per year, and the maximum from \$40,000 per year to \$45,000 per year.

T. Diedrick stated he believes ICS's turnover rate is also an issue. M. Roberts agreed. He stated they have lost 20 employees in three years. T. Diedrick stated that it takes time and money to hire and train new employees. M. Roberts stated that several of the staff from ICS have accepted jobs with the City of Green Bay which makes management feel good that they are providing quality employees.

A. Nicholson questioned if the percentage in the budget for the increases was 5.5 percent. M. Roberts confirmed. A. Nicholson questioned if this would be on top of the retroactive payment. M. Roberts stated the six percent retroactive payment would only be to use up the administrative fee payment before 2016 year end.

S. Schmutzer clarified that the \$33,000 that ICS is asking for would be a retroactive increase of the dollars they are asking, so then in the current budget they aren't really asking for an increase if the BCHA gives them the \$33,000 in this year; in other words, it's just carrying it forward for the next year. A. Williams stated that is what his impression is, that their salaries would be level; they would just be getting that money a year early. M. Roberts confirmed it would be giving them the money but not adjusting their rate. But the rate would be adjusted in the 2017 budget. A. Williams stated that their pay raises are really a year early rather than waiting for the 2017 budget.

A. Williams stated that the retroactive payment will not be given to 17 full time employees, because not every employee was working at ICS the entire year. He questioned if every employee working at ICS at the end of the year will be getting the same amount. S. Schmutzer questioned if A. Williams would be more willing to approve item number five if it was reworded to say that every employee will be given a \$1 raise for the hours that they worked in 2016. A. Williams stated that would be more acceptable to him.

A. Nicholson stated he does not like providing bonuses or pay increases that are not budgeted.

M. Roberts stated that the intention to increase salaries was always going to be a budgetary issue. The \$33,000 relative to the retroactive pay was not budgeted in 2016 because ICS was unaware of the extra amount of money coming through from the administrative fees. He added if ICS had known the proration was going to be that high, they would have budgeted for the pay increases in 2016. M. Roberts added that ICS is not trying to break away from the process of budgeting for pay raises, but were hoping to utilize unforeseen money.

A. Williams stated he believes that is A. Nicholson's concern that it is outside of the budgetary process.

S. Schmutzer stated that at the end of the year ICS returns any extra budgeted money to the BCHA. She questioned if the commissioners would consider allowing ICS to use some of the excess money that BCHA has already paid them toward the retroactive payment instead of returning it. A. Nicholson stated he would not. He stated he is ok with the pay increase for 2017, but he has an issue with anything retroactive that was not budgeted from the beginning.

A. Williams stated that when a government is saving money it is a good thing. He stated that money that ICS is not using is money that should be coming back to BCHA; it should not be looked at as extra money to spend. He added that since ICS bid on the job for a specific amount of money, and the fact that they return money when they can is something that he thinks about when bids open for the job. He sees ICS returning money as a positive. He added that if ICS is underpaying staff, he doesn't want to see them losing employees all the time either. He believes that it is ICS's job to retain employees.

C. Renier-Wigg stated that ICS needs to be given the tools to help retain employees. A. Williams agreed, but stated the amount that ICS is given is the amount they asked for in the bid.

S. Schmutzer added that she believes some of the excess money they had was from vacant positions due to personnel loss.

C. Vande Velden stated that when employees leave, until that position is replaced they were not spending that budgeted money on wages. She added there is going to be a gap between what they spent and what they budgeted for because three people left during various times of the year and a certain amount of money didn't get utilized.

A. Williams stated he would say that money didn't get utilized because the pay wasn't bid at a high enough amount. He explained that the job was bid for, and whether or not ICS has the people that stay there, the bid was put in based on what ICS was going to pay their employees. He added that just because a position was open for three months, it should not be expected that that money be expended. He stated he doesn't mind increasing pay within the 2017 budget. The struggle he is having is who the extra administrative fees should go to. He stated the budgetary process is something that is gone through every year, and it is very important. It is a very open aspect, and while the BCHA meeting is open no one from the public attends. People will attend budget meetings because they care and want to know where the money is being spent. He added that is why he can understand what A. Nicholson is saying that it is outside the budgetary process. He stated that at the same time if it is just the Authority considering giving the employees a raise a year early, he believes the employees should only be given the increase for the hours they worked.

R. Hallet asked the commissioners if they realize how the money in the reserve can be spent. She stated there is one thing that it can be used on, and that is for the administration of the program. She stated that unless the staff is given a raise the reserves fund is going to continue to build. She reminded the Authority that the reserves are currently at \$1.3 million. She posed the question of how the federal government will look at that. She stated they are going to question why the money isn't being used for what it was intended for. She stated that several years ago HUD stepped in and said housing authorities that have too much in reserve for public housing as well as for HAP with the HCV Program were not going to receive more dollars until the reserves were spent down. She added that HUD has not done that yet for the

administrative reserves, but there is nothing saying they can't. She stated this is the Authorities chance to reward the people who have worked so hard to get BCHA's numbers up.

A. Nicholson questioned what else can be done with the money. R. Hallet stated it can only be used for HCV administration. C. Renier-Wigg stated that just because it is there is not a reason to spend it, but that it is the Authority's job to make sure this agency does the best job they can do by providing them the resources. A. Nicholson questioned if \$1.3 million was going to go to the employees. R. Hallet stated that is not what is being requested; that is the total that is in the reserve. A. Nicholson questioned what happens to the \$1.3 million. R. Hallet stated it will sit in the reserves like it has been for the past several years. A. Nicholson questioned if it can only be used to pay employees. R. Hallet stated no, it can be used for any administration of the program. S. Schmutzer stated that includes printing and office supplies. A. Nicholson stated that is not going to take up \$1.3 million. S. Schmutzer confirmed but stated those are the kinds of things the fund can be used for. A. Nicholson stated he believes the Authority should look at the \$1.3 million, if the money is just sitting there the Authority needs to find different options.

R. Hallet questioned why A. Nicholson is opposed to giving the employees a bonus. A. Nicholson stated because he believes it is not clean budgeting. He believes everything should be budgeted. R. Hallet stated that the Authority is unable to budget for the extra \$103,000 that HUD gave the Authority. She questioned how A. Nicholson would handle that. A. Nicholson stated he likes to have a plan, and the plan is the budget. If the \$103,000 comes in then we utilize it in the fashion that it needs to be used for. He just doesn't believe that in the middle of a budget that \$33,000 should be used that was not budgeted for. C. Renier-Wigg made a comparison, stating that the City of Green Bay does re-classifications of salaries mid-year. A. Nicholson confirmed, but stated that he votes against that. C. Renier-Wigg stated that most of the other City Board members vote in favor. A. Nicholson questioned if he should vote that way because the rest of the board votes that way. C. Renier-Wigg stated no, she is just explaining what happens with the City.

A. Williams questioned what the amount was that was added to each position in the budget. M. Roberts stated it would go from an average salary of \$15.99 to \$16.91. A. Williams stated the salaries were \$0.82 lower and questioned why ICS is requesting a stop gap with an increase of only \$0.92. M. Roberts stated he always attempts to be conservative with budgeting. He added he thought these increases were an appropriate first step.

A. Williams stated that there are four other people including him who believe the turnover at ICS is too high. He stated that \$16.91 an hour still puts ICS staff at the low end of the pay scale. A. Hartman questioned if A. Williams is suggesting instead of giving the employees a bonus, to add that to the budgeted pay increases. A. Williams confirmed. M. Roberts stated he would not have any issues with that. A. Hartman stated the reserves will be used in the 2017 ICS budget to increase ICS staff pay, but ICS staff will need to wait until January 1<sup>st</sup> to see those pay increases.

A. Nicholson questioned if M. Roberts does exit interviews when staff leaves. M. Roberts confirmed. A. Nicholson questioned what some of the reasons people give were. M. Roberts stated that 99 percent of the 20 he referenced were salary and benefits. A. Nicholson questioned if ICS offers employees insurance. M. Roberts confirmed, stating they offer a full insurance package. A. Nicholson questioned how much the employee pays. M. Roberts stated it is anywhere from 40 to 50 percent. A. Nicholson questioned if there is a retirement program. M. Roberts confirmed. A. Nicholson questioned if ICS matches on the retirement, which M.



Roberts also confirmed. M. Roberts stated another reason employees leave is due to the lack of advancement opportunities.

T. Diedrick stated that at his organization they have done a lot to get the employees above the midlevel for average pay. He added that their retention is much higher, but when a position opens up it is often because the employees take a county job. He stated that they can't compete with government pay. He added that an employee leaving them to go work for a county job is position advancement and he would never stand in the way of someone wanting to advance their career.

A. Hartman questioned that rather than giving the employees retroactive pay, the Authority is proposing to increase ICS's 2017 budget. M. Roberts stated that instead of asking for the \$33,000 increase in the budget, could the staff at ICS be given a \$2 raise. S. Schmutzer stated an additional dollar would be \$35,360 at 17 employees at full time. A. Nicholson questioned what percentage the \$2 increase would be. A. Williams stated it would be around six percent. T. Deidrick stated he believes it is important to communicate to the staff at ICS that this year is a unique situation and not to expect an increase like this every year.

A. Nicholson proposed going back to item number five, vote that down, and then come back to item number six. A. Hartman stated that it was already voted down. A. Hartman stated technically it was voted down because she voted no.

A motion was made by A. Williams and seconded by C. Goddard to approve ICS's budget with a salary increase of \$35,360 above the budgeted amount to provide an additional \$1 an hour raise to employees. Motion carried.

7. Consideration with possible action regarding BCHA budget and Resolution No. 16-02.

S. Schmutzer explained that there will be an adjustment to the vouchers line item on the BCHA budget. It will need to be increased due to ICS's budget increasing. She stated that another change from 2016 is an increase to marketing materials. She added that part of the budget is staff training and travel. The amount that is budgeted does account for two commissioners to attend the NAHRO conference and two commissioners to go to the WAHA conference.

S. Schmutzer stated that office supplies are up an additional \$5,000 from last year. R. Hallet explained that during last year's budget, contracting out the quality control reviews was discussed. She stated that last year \$5,000 was approved and it has taken that long to get to the point of hopefully soon being able to work with the contractor. The contractor stated that the \$5,000 was a very low amount. Last year the \$5,000 was not able to be spent, but going forward in 2017 it is requested to increase the amount being budgeted so it is a more realistic number when it comes time to renew the contract with Nan McKay and Associates.

A. Nicholson confirmed that last year \$5,000 was budgeted, and questioned what was being proposed for 2017. S. Schmutzer stated it would be a total of \$10,000. A. Nicholson questioned what that amount was used for. R. Hallet stated it is for quality control reviews. She stated that in the past she has been doing the quality control reviews. The reviews involve going through some of the files that the housing specialists at ICS do to make sure they were calculated correctly and have the proper documentation. She explained that after the OIG audit she determined that it would be a good idea to contract that out. She stated it would help to insure that things are looked at that maybe she wasn't aware of, and it would free up some of her time to spend on other areas. A. Nicholson questioned what contracting the quality control

reviews would free R. Hallet up to do. C. Renier-Wigg stated she has plans that will come up further down in the budget. R. Hallet stated that BCHA does more than just the HCV program. She added that there are four or five other pots of funding that have not been actively used. She stated this is partially because of the limitation of her time to put toward those extra activities. It would free up her time to work on projects in the community with this additional funding that BCHA has.

S. Schmutzer stated that a new marketing and outreach item will be added to the budget for 2017. She explained that this is for material, branding, and pamphlets. R. Hallet explained that in 2016 she went to two different conferences and at both of them it was emphasized that housing authorities should have good, professional printed materials. She explained that she met with the Appleton Housing Authority because she knew they had high quality materials. She stated that she feels it would benefit BCHA to be able to provide such professionally designed materials. She added that landlord outreach would benefit from BCHA having high quality publications to recruit more landlords and build a better rapport in the community.

S. Schmutzer stated there was an increase to administrative salaries. This is due to the BCHA paying a portion of C. Renier-Wigg's salary. The increase also includes front office work that is being done for BCHA. S. Schmutzer stated the increase also is due to her taking over court duties which are requiring her to work more hours on BCHA tasks. In the past these hours were never billed to BCHA, but she stated since the work is being done for the BCHA it should be billed to BCHA. She added the two percent pay increase for employees that went into effect in October 2016 is also factored into this increase.

A. Nicholson questioned if there was another pay raise for 2017 when would that come up. S. Schmutzer stated that is up to City Council, but generally it is in October.

S. Schmutzer explained that the next section of the budget is for the CDBG which is funding used for different loan programs. She stated that the only item of interest for this section is the down payment closing costs. Staff is looking to increase that drastically in 2017. C. Renier-Wigg explained that the program is used to help people get into home ownership. Some of the things she would like to see the BCHA do is promote more single family home ownership initiatives. Down Payment and Closing Costs loans help families purchase their home through a \$5,000 loan. C. Renier-Wigg stated that a program description could be brought back to the Authority for review. If the Authority agrees to fund the program a program description can be provided once the program is set up. She also stated this may also be an opportunity to add incentives to deconcentrate poverty.

A. Nicholson questioned when the residents use this money, do they make their house payments on their own. C. Reiner-Wigg confirmed stating it is just designed to help them with the down payment.

R. Hallet stated that a part of the HCV program is for home ownership. She added that participants in the HCV Homeownership program may apply for the down payment loan, but that would be a small portion of the loans.

A. Nicholson questioned how it would be decided how much of a down payment the program would help with. C. Reiner-Wig stated it would be \$5,000 maximum.

S. Schmutzer explained the next section of the budget is fund 55, WHNCP (Wisconsin Housing and Neighborhood Conservation Program). She explained that there was an increase in administration due to the small claims court case discussed previously.

S. Schmutzer explained that the big changes are with the revenue bonds. She explained these are un-federalized dollars and can be used for anything. She stated that there is a new line item under revenue bonds for development grants. The line item would add \$200,000 in expenses for housing projects. C. Renier-Wigg explained that in the past BCHA has worked on development projects in downtown neighborhoods. She used the 800 block of Crooks St. as an example stating the BCHA sponsored the rehab on one of those homes. She believes the BCHA should set aside a pool of money that can be allocated to special projects that come forward. She added that Habitat for Humanity has already contacted her about a project on Western Avenue where they want to put five homes up. She stated that there is no sewer or water to these sites, so they are going to need a subsidy to help that project along.

A. Nicholson questioned if the five homes would all have separate addresses. C. Renier-Wigg confirmed, adding they would all be separate addresses and all would be mortgaged. A. Nicholson questioned what is currently at the site on Western. C. Renier-Wigg stated it is a huge vacant lot. She added the lot has never been subdivided, so there are no resources that go to the lot. She stated that if this money were allocated, the projects would be brought to the BCHA for approval.

A. Williams questioned who owned the land. C. Renier-Wigg stated that Habitat for Humanity currently owns it. She added that they have had the land for years, but have not been able to build on it due to the cost. C. Renier-Wigg stated any project would come before the BCHA for approval.

A. Nicholson questioned what Habitat for Humanity had for funds. C. Renier-Wigg explained they have their own private dollars. She added that she believes they budget a certain amount for each build. But in the case of the lot on Western, there would be an extra \$20,000 per site because there are no utilities running to it. She added the Authority would have the ability to approve this money before it was provided to Habitat for Humanity.

A. Hartman stated that BCHA would have all of this money, and if it all got asked for that would be good. C. Renier-Wigg confirmed and stated it would be great because that would mean all new housing projects. A. Hartman questioned if the money would only be used for single family homes. C. Renier-Wigg stated that generally that is what it would be used for. R. Hallet added it could be used for any gap that is seen in the community that meets the mission of the Housing Authority. She reiterated that the plans would be brought before the Authority for approval before any money was spent.

A. Hartman questioned if this money was already in existence. S. Schmutzer stated that on the bottom of the page it shows the current balance.

A. Nicholson questioned where the pots of money came from. R. Hallet stated that they have always been a part of the BCHA budget. A. Nicholson questioned why the money was never used before. T. Diedrick stated that it was because the focus was on the HCV program. He added that there were no programs in mind to specifically utilize that money.

A. Williams questioned who could use the money. R. Hallet reiterated that the money is unrestricted. A. Nicholson questioned how the money will be replenished. S. Schmutzer stated

there are no longer any more outstanding revenue bonds, but doing more bonding is a possibility. R. Hallet requested assistance from the Authority members in spreading the word that BCHA has the ability to provide revenue bonds.

A motion was made by A. Williams and seconded by T. Diedrick to approve the budget as proposed with the additional \$35,360 for ICS salaries. Motion carried.

#### **COMMUNICATIONS:**

2. Letter from HUD dated November 14, 2016, regarding Project Based VASH Vouchers.

R. Hallet explained that BCHA was not awarded the Project Based VASH vouchers from HUD that were previously applied for. She added that the letter states more funding may be available later this year and HUD will contact BCHA at that time to see if there is still an interest.

A motion was made by C. Goddard and seconded by T. Diedrick to receive and place on file. Motion carried.

#### **REPORTS:**

3. Report on Housing Choice Voucher Rental Assistance Program:

- A. Preliminary Applications

P. Leifker reported that for the month of October there were 174 preliminary applications received.

- B. Unit Count

The unit count for the month of October was 3,099.

- C. Housing Assistance Payments Expenses

The HAP expenses totaled \$1,305,087.

- D. Housing Quality Standard Inspection Compliance

There were a total of 416 inspections, of which 260 passed the initial inspection, 50 passed the reevaluation, 60 resulted in a fail, and 46 were no shows.

- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

P. Leifker reported on the data from October. There were 211 port outs with an associated HAP expense of \$185,090. ICS was overspent by \$12,377 and the FSS program was underspent by \$3,518. The reason for the overspending was because October was a three payroll month.

- F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

M. Reed-Kadow reported there were 89 program participants in the FSS program. Of that number, 51 participants were at level one, 18 were at level two, and 10 and levels three and four. There were two new contracts established, no graduates, 38 open escrow accounts, and 51 homeownership clients.

M. Reed-Kadow stated that the 2016 FSS graduates were celebrated last week. There were 11 graduates in 2016, who collectively received \$40,000 in escrow dollars.

- G. VASH Reports (new VASH and active VASH)

P. Leifker reported that there were two new VASH clients for the month of October and there were 28 active participants in the VASH program.

**H. Langan Investigations Criminal Background Screening and Fraud Investigations**

For the month of October there were eight new investigations assigned, seven previous investigations were closed, and two remain active. There were 125 applications processed, 123 were approved and two denied. P. Leifker then displayed the charts of the initial applications for October broken down by municipality, showing the greatest number of applications from residents of Green Bay. Fraud investigation by municipality was similar with majority occurring in Green Bay, followed by De Pere.

A motion was made by A. Williams and seconded by C. Goddard to approve and place on file. Motion carried.

**BILLS AND FINANCIAL REPORT:**

**8. Consideration with possible action on acceptance of BCHA bills.**

S. Schmutzer explained the bills to the Authority, stating there was nothing out of the ordinary.

A motion was made by T. Diedrick and seconded by C. Goddard to approve BCHA bills. Motion carried.

**9. Consideration with possible action on acceptance of BCHA financial report.**

S. Schmutzer explained the financial report to the Authority, stating there was nothing out of the ordinary.

A motion was made by A. Williams and seconded by C. Goddard to approve BCHA financial report. Motion carried

**10. Consideration with possible action regarding BCHA investments.**

S. Schmutzer explained that Nicolet National Bank is the bank that is currently being used by the BCHA. She explained BCHA was getting 0.3 percent for 2016, and for 2017 it will drop to 0.25 percent. She stated she spoke to a couple banks but Nicolet National is the only bank that offers a product that is 100 percent FDIC insured, so BCHA does not have to worry about any collateralization. She explained that with HUD funds they have to be collateralized under federal bonds only. She added that a lot of banks don't deal with federal bonds without a lot of fees or no interest rates.

A motion was made by A. Williams and seconded by C. Goddard to approve staying with Nicolet National Bank. Motion carried.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

**11. Status of outstanding BCHA loans to be re-recorded.**

S. Schmutzer explained that the loans that need to be re-recorded have been brought to the County. She was told if there are any issues she will be notified.

A. Nicholson questioned if when S. Schmutzer says the County if she means Corp. Counsel. S. Schmutzer replied no, it is the Register of Deeds. A. Nicholson questioned if Register of Deeds will monitor them. S. Schmutzer stated no, they will just re-record them for another 30 years.

A motion was made by T. Deidrick and seconded by A. Williams to accept and place on file. Motion carried.

12. Review of Assess Your PHA section of Lead the Way training.

The Authority reviewed the quiz questions from the Assess Your PHA section of Lead the Way training. R. Hallet explained that HUD upgraded the Lead the Way training, adding three additional modules. The Authority agreed to continue reviewing the additional modules. Next month they will review the Priorities of your PHA module.

A motion was made by C. Goddard and seconded by T. Diedrick to accept and place on file. Motion carried.

13. WAHA's Commissioner's Handbook available.

R. Hallet explained that the Wisconsin Association of Housing Authorities has an updated Commissioner Handbook available. The Authority was provided with a copy of the table of contents. R. Hallet explained that when she is provided the full handbook electronically she will provide that to the Authority. She questioned if the Commissioners wanted this item to come back at additional meetings for discussion on the content of the handbook. She stated she will provide all Commissioners with the electronic version and added if there are any questions it can be put back on the agenda.

A motion was made by A. Williams and seconded by C. Goddard to accept and place on file. Motion carried.

14. Date of next meeting: December 19, 2016, if needed, or may be cancelled.

C. Renier-Wigg stated that Habitat for Humanity would like to attend the December 19<sup>th</sup> meeting to make a presentation.

A motion was made by T. Diedrick and C. Goddard to adjourn the meeting. Motion carried. Meeting adjourned at 4:50 PM.

MKW: RAH

## **PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD**

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, December 8, 2016 in Board Room A of the Sophie Beaumont Building-Human Services- 111 N. Jefferson Street Green Bay, WI

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**Present:** Chairman Tom Lund  
Carole Andrews, Craig Huxford, Jesse Brunette, Susan Hyland, Paula Laundrie,  
Aaron Linssen

**Excused:** Bill Clancy, JoAnn Grashberger

**Also Present:** Erik Pritzl, Executive Director  
Nancy Fennema, Deputy Director  
Luke Schubert, Hospital & Nursing Home Administrator  
Eric Johnson, Finance Manager  
Mark Johnson, Social Services/Rehab Manager  
Deb Meyer, Social Worker

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**1. Call Meeting to Order:**  
The meeting was called to order by Chairman Lund at 5:15 pm.

**2. Approve/Modify Agenda:**  
LAUNDRIE/ HYLAND moved to approve the agenda.  
The motion was passed unanimously.

**3. Approve Minutes of November 10, 2016 Human Services Board Meeting:**  
  
HUXFORD / LAUNDRIE moved to approve the minutes dated November 10, 2016.  
The motion was passed unanimously.

**4. Executive Director's Report:**

Executive Director Pritzl handed out copies of his report (attached). Pritzl included the departments' smart goals and initiatives for the year to show what work our department has done. If anyone has any questions, they can feel free to contact the director. Citizen Board Member Huxford stated he was pleased to see positive comments about the new psychiatric hospital. Pritzl stated that Human Services has always been neutral and never took a position on it.

LINSSEN / ANDREWS moved to receive and place on file.  
Motion was carried unanimously.

**5. Presentation re: Social Services at the CTC:**

Social Services/Rehab Manager Mark Johnson and Social Worker Deb Meyer gave a Power Point presentation to the board (attached).

Q: Chairman Lund asked how often Watts hearings occur.

A: Meyer stated there are five or six per year.

Q: Chairman Lund asked if the waitlist for Bayshore is normally around 11.

A: Meyer stated it does vary but usually sticks around that number. It takes a long time for people to get off the waitlist. Administrator Schubert added that even if we cannot take someone into the nursing home, we still go out and complete an assessment and offer suggestions based on our expertise.

Q: Citizen Board Member Laundrie asked what services we provide for after care and discharge planning since it is important to make that connection.

A: Johnson stated that if someone has an identifiable need, we will get that arranged for them. Especially in the adult psychiatric unit, not everyone is receptive to receiving treatment. We rely on the therapists' ability to get the client to engage or else we get a court order. If clients do not want follow-up, we encourage them and provide them the resources and also pass that onto families if they are involved.

Pritzl talked about issues with court scheduling and how the turnaround time can be tight which can affect decision making. Johnson stated they error on the side of caution.

Q: Chairman Lund asked why there are so few people who go through the entire process when they are dangerous enough for an emergency detention.

A: Johnson states that usually, an immediate crisis happens and the individual throws out suicidal statements. We provide a safety net for them and they wake up the next day feeling okay and not really meaning what they said.

ANDREWS / HYLAND moved to receive and place on file.  
Motion was carried unanimously.

**6. Continued discussion re: Barbara Bauer Award.**

Citizen Board Member JoAnn Grashberger was not able to make tonight's meeting but sent an update via email. She contacted Helen Smits and stated she was being nominated for the award and Helen is very excited. Helen will put together a work history, her volunteer activities, degrees received and other recognitions. She is in the middle of moving but will meet with JoAnn when all the information is ready. Other board members are invited too.

HUXFORD / BRUNETTE moved to receive and place on file.  
Motion was carried unanimously.

**7. CTC Administrator Report including NPC Monthly Report:**

Schubert handed out his NPC Monthly Report in the agenda packet (attached). He went through the highlights. He stated the nursing home is going through some major reform (biggest in 20 years) which includes new regulations. The link with information on the Final Rule document is:

[http://www.leadingage.org/Nursing\\_Home\\_Requirements\\_of\\_Participation\\_Final\\_Rule\\_2016.aspx](http://www.leadingage.org/Nursing_Home_Requirements_of_Participation_Final_Rule_2016.aspx)

HYLAND / LAUNDRIE moved to receive and place on file.  
Motion was carried unanimously.



**8. Financial Report for Community Treatment Center and Community Programs:**

Finance Manager Eric Johnson handed out his report (attached). Johnson stated that how we have been billing crisis intervention services have not been accurate per guidelines. We have been charging per patient vs. per provider/staff time. This does affect the budget for 2016 as it was unanticipated.

LAUNDRIE / ANDREWS moved to receive and place on file.  
Motion was carried unanimously.

**9. Time and Location of May 11<sup>th</sup> HS Board Meeting:**

We have our Volunteer Services banquet the same night as our board meeting. The Board decided to move meeting time up to start at 4:30 and see if we can use the Ashwaubenon library or municipal building. We will move the Public Hearing to June.

ANDREWS / HYLAND moved to receive and place on file.  
Motion was carried unanimously.

**10. Statistical Reports:**

Please refer to the packet which includes this information.

LINSSEN / HUXFORD moved to receive and place on file.  
Motion was carried unanimously.

**11. Other Matters:**

Chairman Lund wished staff and board members a Merry Christmas and Happy New Year.

Pritzl stated that he sent out a memo to the emergency detention committee and regional contacts letting them know we are prioritizing emergency detentions and will serve Brown County first over the holidays.

Next Meeting: Thursday, January 12, 2016  
5:15 p.m. – Community Treatment Center, Room 365

**12. Adjourn Business Meeting:**

LINSSEN / LAUNDRIE moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 6:14 p.m.

Respectfully Submitted,

Kara Navin  
Office Manager

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6126

Erik Pritzl Executive Director

To: Human Services Board  
Human Services Committee

From: Erik Pritzl, Executive Director

Date: December 8, 2016

Re: Executive Director's Report

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December is a good time to consider what has been worked on and accomplished throughout the year. With that in mind, I have decided to include a summary related to the initiatives and SMART goals for 2016. The following sections provide many updates for the respective goals and initiatives that were part of the budget preparation process:

### Community Programs-Behavioral Health

**A reduction of 25 % in the wait time for clients to access intensive AODA Outpatient Services from the time of attendance at Orientation group to first day of service.**

*The wait time has been reduced from an average of 15 days over the past year to an average 5.3 day wait. The wait time reduction exceeded the target goal, and decreased by 64.66%. Appointments are being made at orientation group, and are now made routinely within 1-5 days of the client attendance at orientation.*

**Brown County Human Services will work collaboratively with the sheriff's office to provide better continuity of care for jail inmates with mental health issues.**

*A Clinical Social Worker is in the assigned position, and started in March, 2016. A program outline and description has been created along with promotional materials. There is also a self-referral process established for inmates at the jail. The staff member splits time between the jail and CTC.*

*As of the third quarter, there were 153 requests for service from individuals, and 98 individuals served with an average of 4-6 hours of service. Barriers to service have been noted to include short incarceration episodes, confidentiality, housing and tracking individuals post-release for outcomes.*



**Brown County Human Services CCS program will increase the number of client's served by 25% in the next year.**

*The Current Comprehensive Community Services (CCS) Census is 129, 96 adults and 33 children. By comparison, there were 94 clients served at the end of the 2nd quarter of 2015. There has been a 37 % increase in the number of clients served, and this exceeds the target goal.*

**The wait list for psychiatry will be reduced by 25 % in the next year, from 220 to 165 patients.**

*Current psychiatric waitlist as of November, 2016 is 45 patients, a reduction of 51% since the last calculation. This is a 79.5 % reduction overall from 220 in 2015 to 45 patients in 2016.*

#### **Community Programs-Economic Support**

**With the implementation of the new FoodShare On Demand Interview requirements, Brown County Human Services will ensure Economic Support processes and procedures are updated, changed, and/or modified to comply with this new State regulation.**

*June 2016 – all policies and procedures were updated to reflect the Foodshare on demand interview requirements. New call center schedule/staffing pattern was implemented starting with the July 2016 schedule. Staff were trained and policies were distributed. As of August 2016 program staff are exceeding all state requirement performance metrics in this area. Official data has not been released from DHS yet.*

#### **Community Programs-Children, Youth and Families**

**Brown County Child Protective Services will conduct weekly safety staffings to promote completion of court ordered conditions and to reduce the length of time children remain in out of home care.**

*CPS has increased its use of Safety Staffings for stand-alone situations by 75%. CPS has made safety staffings a part of the case transfer process so that each and every case is safety staffed on a regular basis.*

**Shelter care will initiate the creation of a TEEN Pals program to address services need to children ages 14-25 specific to independent living skills and aging out of foster care supports.**

*Staff have been hired into positions for the TEEN Pals program, and have started recruiting volunteer mentors.*

**Child and Adolescent Behavioral Health will initiate a new Trauma Informed Care Training for Brown County licensed Foster Parents.**

*This project has now been moved to 2017 due to the Department of Children and Families releasing a grant application for trainer development and support. The Child Abuse and Neglect Task Force Training and Tools team prepared a collaborative application to DCF, and the intended audience could include foster parents and birth parents. The department is waiting on the outcome of the grant application.*

**Community Treatment Center:**

**Hospital and Nursing Home Administrator will continue to evaluate sustainable model of care options for Bay Haven programming with goal of increasing utilization to a break-even or revenue generating service.**

*Bay Haven is currently exceeding the 2016 budgeted census, averaging 4.5 residents per day in 2016 YTD, compared to 1.7 YTD in 2015. We have expanded the complexity and types of services that we are able to provide clients in our CBRF, including but not limited to serving high-relapse AODA clients waiting to be assessed for residential treatment placement approval. This provides the person with a safe placement with treatment sessions available to them to work through their life stressors with addictive habits as they are evaluated for placement into intensive outpatient programs and more comprehensive formal residential AODA programs to meet their long-term treatment needs.*

**Hospital and Nursing Home Administrator with potential involvement of consulting agency will evaluate physician compensation, provider operation modeling, and physician billing practices for all campus entities.**

*We have budgeted additional funding in 2017 to evaluate consulting services to continue to improve the quality and efficiency of our inpatient health operations. We have concluded that the Community Treatment Center would benefit from a more comprehensive independent professional assessment of the key performance indicators and are planning for that analysis to occur through the 2017.*

**General Department**

**Netsmart's Avatar will be implemented agency wide and the archaic AS400 software will be eliminated.**

*The project has been implemented in phases in 2016, with the following program areas and units being "live" as of November, 2016:*

- *Comprehensive Community Services*
- *Child and Adolescent Behavioral Health Unit*
- *Adult Behavioral Health Unit (AODA, MH, CTP, CMHP)*
- *Adult Protective Services*

*The next program units to go “live” are Birth to Three and the Community Support Program-Villa Hope on December 1, 2016. Following this will be Juvenile Justice and Child Protection in Q1 of 2017, and Children’s Long Term Support on Q2 of 2017.*

*We will not be completely off of the AS400 by 12/31/16. We would have been using this as a legacy system, but with turnover in positions associated with the project, transitions will be occurring in 2017.*

In addition to these initiatives and goals, there were four components of the Mental Health Initiative launched in 2016. Department staff members continue to work with contract providers to obtain measures related to these four components, and will report on them as information becomes available. Department staff members will continue to work on improvements related to these service areas. Specific to Mobile Crisis Expansion, there has been an increase in the number of mobile assessments, and an increase in the number of diversion stays. Of particular interest is an increase in contacts at hospitals, which has been a challenge for some time. With respect to detoxification services, the department has been charged for 21 days of service provided to 11 individuals since the service started. It is possible that other stays have been provided, but that another funding source was billed for the service. Department staff will continue to evaluate utilization, and provide more guidance to partners on accessing the service on a voluntary basis in addition to the incapacitation holds that have been done so far.

## Social Services

Bayshore Village Nursing Home  
Nicolet Psychiatric Center  
Bay Haven CBRF

## Bayshore Village

- 63 bed skilled nursing facility
- 42 residents under guardianship
- 14 residents with activated Power of Attorney
- 6 residents are own decision makers

## Bayshore Village

2015 Admissions

- 31 Admissions
- 22 Emergency Protective Placements (Chapter 55)
- 4 Admissions from Nicolet Psychiatric Center
- 5 Voluntary admissions

2016 Admissions (as of 12/1/16)

- 30 Admissions
- 11 Emergency Protective Placements (Chapter 55)
- 3 Admissions from Nicolet Psychiatric Center
- 3 Voluntary admissions

## Bayshore Village

- Chapter 55 emergency placements
- Coordinate court appearance within 72 hours for temporary guardianship and protective placement in consultation with Adult Protective Services if determined to be incompetent
- Complete admission paperwork with guardian following hearing
- Assist with Annual Reviews for Protective Placement
- Coordinate appearances for Watts Hearings

## Bayshore Village

- Wait list
- Add referrals to wait list
- Currently 11 on wait list
- Update wait list monthly and as needed
- 2 beds held for Adult Protective Services to use for EPP's
- Able to assess for admission if census is under 61 residents
- Conduct assessments if able to admit new resident from wait list

## Social Services Duties

- Complete Pre-admission Screen and Resident Review (PASRR)
  - Sent to Behavioral Counseling Services (BCS)
- Determines if appropriate for nursing home placement
- Determines if Specialized Services are required
- Specialized Services Care Plan is developed if Specialized Services are required

## Social Services Duties

- Develop and update resident care plans
- Conduct monthly Resident at Risk (RAR) meetings (Behaviors, Nutritional concerns, Wounds, Wanderguards)
- Update and distribute monthly Behavior Monitoring sheets
- Advocate for resident rights and address resident concerns
- Coordinate resident spending accounts with guardians and Payee Services; assist with purchasing needed items for residents

## Social Service Duties

- Complete Psychosocial Assessment following admission
- Complete Minimum Data Assessments (MDAs) for admissions, significant change in condition, quarterly, and at discharge
- Schedule and conduct Care Conference Reviews for new admissions, changes in condition, quarterly, and prior to discharge

## Discharges

- 2015 Discharges
  - 30 Discharges
    - 11 Community Settings (CBRF AFH, etc...)
    - 1 Skilled Nursing Facility
    - 11 Home
    - 7 Deceased
- 2016 Discharges (As of 12/1/16)
  - 28 Discharges
    - 9 Community Settings
    - 2 Skilled Nursing Facility
    - 6 Home
    - 0 Deceased
    - 2 Hospital

## Discharge Planning

- Referral to the ADRC for Functional Screen
- Coordinate services with Managed Care Organizations if eligible for Family Care services
- Talk about Care District
- Care Visitation

## Discharge Planning

- Referrals for Home Health Care Services
- Assist with establishing a Primary Care Provider or follow-up appointments with Primary Care Provider
- Assist with arranging transportation
- Discharge Summary

## Nicolet Psychiatric Center Bay Haven CBRF

- Nicolet Psychiatric Center (NPC) is a 16 bed locked psychiatric hospital serving Brown County and contracted surrounding counties
- Bay Haven is a 15 bed Crisis Stabilization Community Based Residential facility

## Census 2015

- NPC: 1027 admissions
- 919 Emergency Detentions
- 59 commitments
- 165 Hold opens

## Census 2016 as of 10/31/16

- NPC: 745 admissions
- 679 emergency detentions
- 67 commitments
- 107 Hold Opens
- Bay Haven: 247 admissions

## Social Service Duties

- Federal and State Regulations require Masters level therapist to provide assessment and treatment.
- There are 3 Masters Level Therapists that provide assessments, therapy, treatment planning, groups and discharge planning to the consumers.
- Arrange Court proceedings under the 51.20 State regulations.
- Coordinate ongoing treatment with case managers.

## Social Service admission process

- Complete assessment with Psychiatrist and Nurse
- Obtain Collateral information
- Determine if court is needed
- Develop treatment plan with consumer and treatment team.

## Treatment and Discharge Planning

- Social Workers provide ongoing mental health treatment and education to the consumers to assist in their personal recovery journey
- Social Workers provide support and education to the families.
- Coordinate services with admitting counties
- Implement discharge plans including follow up appointments, ability to obtain medications, housing and other identified issues
- Provide community resources available to the consumer



## **NPC December Monthly Report**

1. **Patient Care Issues**- There are no new concerns to report.
2. **Contracted Services Issues** – We have an accepted RFP bid to renovate our courtyard fencing to make it more secure from client elopement. A budget adjustment request will be sent to the December Human Services Committee meeting to request approval from the General Fund for this project to be completed in 2017.
3. **Summary of patient complaints**- We had one grievance filed regarding the Psychiatrist professionalism. The client was concerned with a question asked during the initial assessment process by the physician. The question was a customary question necessary to ask in the determination of the client's treatment plan. The client was educated on the Psychiatrist need to assess this information as part of the client's treatment plan. The complaint was unsubstantiated.
4. **Federal/State Regulatory Concerns**- There were no hospital health inspections conducted during the month of October. A health inspection was conducted at Bayshore Village nursing home on 11/03/16. The nursing home was found to be in substantial compliance from the I/J citation issued in 09/27/16. DQA recommended that CMS rescind the discretionary denial of payment effective 12/21/16 for continued non-compliance. CMS has not responded to DQA's recommendation. The Civil Monetary Fine for an I/J has not yet been determined by CMS.
5. **Approval of Medical Staff appointments**- Dr. Mannem, Dr. Bales, and Dr. Rodriguez were all credentialed during the month of November
6. **Other Business**- The Human Services Committee has requested follow-up data analysis regarding client visitation hours and the policy on holiday vacation allowance for the nursing department from 12/20/ - 01/01. A follow up communication to this request will occur at December's Human Services Committee.

*Respectfully submitted by:*

*Luke Schubert, NHA, Hospital and Nursing Home Administrator*

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
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Phone (920) 448-6000 Fax (920) 448-6166

Erik Pritzl, Executive Director

To: Human Services Board and Human Services Committee

Date: December 8, 2016

Subject: YTD 10/31/16 Financial Results for CTC and Community Programs

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### Community Treatment Center

October monthly financial results for CTC show a \$15,513 surplus of revenue over expense. This is due to favorable operating results for the month. This continues a trend for the past few months which has brought CTC to a YTD favorable budget variance of approximately \$37,000 compared to unfavorable variances of \$45,000 YTD as of 9/30/16 and \$153,000 YTD as of 8/31/16. The current YTD results of \$632,193 deficit which represents primarily non-cash depreciation expense remains significantly improved from 2015 YTD results of \$2,349,043 after 10 months of operation for the year.

Revenues YTD are higher overall than anticipated in the budget at 88% of the annual budget compared to a benchmark of 83% after 10 months. Expenses are also at 88% of the total annual budget YTD. Both revenues and expenses are affected by higher than budgeted census for the Hospital and CBRF.

		<u>Actual</u>	<u>Budget</u>
YTD Average Census:	Hospital	12.1	10.1
	Nursing Home	61.4	61.4
	CBRF	4.4	3.6

### Community Programs

The YTD financial results for Community Programs as of 10/31/16 show overall revenues at 83% of the annual budget matching the normally expected benchmark of 83% after 10 months. Expenses YTD are at 82% which is lower than the benchmark primarily due to the impact of Mental Health Expansion initiatives for which expenses began at different points in the year following development of each program.

Current month results show a \$213,065 surplus of revenue over expense due to a 10 month prorated Transfer In amount from the General Fund of \$416,666 which was anticipated in the budget but not yet recognized on a YTD basis as part of Community Programs revenue.

Respectfully Submitted,

Eric Johnson  
Finance Manager

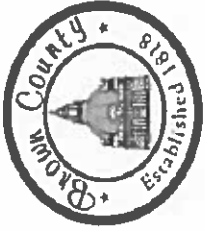




# Community Programs

Through 10/31/16  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Adopted Budget	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 201 - CP</b>								
<b>REVENUE</b>								
Property taxes	16,249,887.00	.00	1,354,157.25	.00	13,541,572.50	2,708,314.50	83	12,550,626.70
Intergov Revenue	31,465,027.00	254,317.00	2,661,117.50	.00	26,169,726.10	5,549,617.90	83	53,843,152.14
Public Charges	2,183,021.00	30,500.00	115,703.49	.00	1,732,836.28	480,684.72	78	1,630,994.89
Miscellaneous Revenue	49,400.00	.00	2,761.51	.00	101,681.02	(52,281.02)	206	71,316.57
Other Financing Sources	530,500.00	(24,956.00)	416,666.67	.00	422,210.67	83,333.33	84	25,580.00
<b>REVENUE TOTALS</b>	<b>\$50,477,835.00</b>	<b>\$259,861.00</b>	<b>\$4,550,406.42</b>	<b>\$0.00</b>	<b>\$41,968,026.57</b>	<b>\$8,769,669.43</b>	<b>83%</b>	<b>\$68,121,670.30</b>
<b>EXPENSE</b>								
Personnel Costs	18,204,396.00	5,544.00	1,579,504.14	.00	15,236,329.80	2,973,610.20	84	15,935,336.77
Operating Expenses	33,215,383.00	400,457.00	2,757,671.97	2,500.00	27,161,986.36	6,451,353.64	81	53,671,849.91
Outlay	.00	6,000.00	165.00	.00	.00	6,000.00	0	13,027.90
<b>EXPENSE TOTALS</b>	<b>\$51,419,779.00</b>	<b>\$412,001.00</b>	<b>\$4,337,341.11</b>	<b>\$2,500.00</b>	<b>\$42,398,316.16</b>	<b>\$9,430,963.84</b>	<b>82%</b>	<b>\$69,620,214.58</b>
<b>Grand Totals</b>								
<b>REVENUE TOTALS</b>	<b>50,477,835.00</b>	<b>259,861.00</b>	<b>4,550,406.42</b>	<b>.00</b>	<b>41,968,026.57</b>	<b>8,769,669.43</b>	<b>83</b>	<b>68,121,670.30</b>
<b>EXPENSE TOTALS</b>	<b>51,419,779.00</b>	<b>412,001.00</b>	<b>4,337,341.11</b>	<b>2,500.00</b>	<b>42,398,316.16</b>	<b>9,430,963.84</b>	<b>82</b>	<b>69,620,214.58</b>
<b>Grand Totals</b>	<b>(\$941,944.00)</b>	<b>(\$152,140.00)</b>	<b>\$213,065.31</b>	<b>(\$7,500.00)</b>	<b>(\$430,289.59)</b>	<b>(\$661,294.41)</b>		<b>(\$1,498,544.28)</b>



# Community Treatment Center

Through 10/31/16

Prior Fiscal Year Activity Included

Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 630 - CTC</b>									
<b>REVENUE</b>									
Property taxes	2,797,019.00	.00	2,797,019.00	233,084.92	.00	2,330,849.20	466,169.80	83	2,148,569.20
Intergov Revenue	4,006,480.00	.00	4,006,480.00	355,903.20	.00	3,435,314.73	571,165.27	86	2,982,166.14
Public Charges	3,826,594.00	.00	3,826,594.00	378,988.42	.00	3,355,694.00	470,900.00	88	2,326,979.23
Miscellaneous Revenue	1,569,820.00	.00	1,569,820.00	200,123.26	.00	1,650,312.98	(80,492.98)	105	1,206,593.43
Other Financing Sources	.00	9,818.00	9,818.00	.00	.00	9,818.20	(.20)	100	24,799.00
<b>REVENUE TOTALS</b>	<b>\$12,199,913.00</b>	<b>\$9,818.00</b>	<b>\$12,209,731.00</b>	<b>\$1,168,099.80</b>	<b>\$0.00</b>	<b>\$10,781,989.11</b>	<b>\$1,427,741.89</b>	<b>88%</b>	<b>\$8,689,107.00</b>
<b>EXPENSE</b>									
Personnel Costs	8,825,562.00	9,818.00	8,835,380.00	797,636.59	.00	7,850,777.02	984,602.98	89	7,476,771.92
Operating Expenses	4,178,122.00	.00	4,178,122.00	354,949.39	5,040.00	3,563,405.52	609,676.48	85	3,560,744.65
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	633.67
<b>EXPENSE TOTALS</b>	<b>\$13,003,684.00</b>	<b>\$9,818.00</b>	<b>\$13,013,502.00</b>	<b>\$1,152,585.98</b>	<b>\$5,040.00</b>	<b>\$11,414,182.54</b>	<b>\$1,594,279.46</b>	<b>88%</b>	<b>\$11,038,150.24</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>12,199,913.00</b>	<b>9,818.00</b>	<b>12,209,731.00</b>	<b>1,168,099.80</b>	<b>.00</b>	<b>10,781,989.11</b>	<b>1,427,741.89</b>	<b>88</b>	<b>8,689,107.00</b>
<b>EXPENSE TOTALS</b>	<b>13,003,684.00</b>	<b>9,818.00</b>	<b>13,013,502.00</b>	<b>1,152,585.98</b>	<b>5,040.00</b>	<b>11,414,182.54</b>	<b>1,594,279.46</b>	<b>88</b>	<b>11,038,150.24</b>
<b>Grand Totals</b>	<b>(\$803,771.00)</b>	<b>\$0.00</b>	<b>(\$803,771.00)</b>	<b>\$15,513.82</b>	<b>(\$5,040.00)</b>	<b>(\$632,193.43)</b>	<b>(\$166,537.57)</b>		<b>(\$2,349,043.24)</b>



## **Brown County LEAN Steering Committee Minutes of November 3, 2016 Meeting**

**Attendance:** Cathy Williquette Lindsay, Renee Vande Voort, Andrea Holden, Judy Knudsen, Paul Fontecchio, Troy Streckenbach, Nancy Fennema, Maria Lasecki, August Neverman

**Absent –** Brian Simon, Brad Hopp, Chad Weininger

**Guests –** Laurie Ropson, Donovan Miller, Melinda Pollen, Jan Hosper, Chad Doverspike, Doug Marsh, Paula Burke, Claire Kopczynski, Lisa Mastalir and Paula Burkart

**Approve minutes of September 1, 2016:** A motion was made by Maria Lasecki and seconded by Troy Streckenbach to approve the September 1, 2016 minutes. Motion carried.

**LEAN Budget Report:** This fund is part of the Human Resources budget. For 2017, \$2,000 has been budgeted for LEAN. Current balance is \$226.28. A motion was made by Nancy Fennema and seconded by Troy Streckenbach to approve this report.

**Attendance at Report Outs:** Lean Steering Committee members are asked to attend report outs.

### **Report Outs**

- a. Electronic Pay Stubs – ADRC Donovan Miller and Laurie Ropson
- b. Quality Assurance Call Processing – Public Safety Communications – Renee Vande Voort, Jan Hosper, Melinda Pollen, Doug Marsh, Claire Kopczynski and Lisa Mastalier

**LEAN New Employee Orientation Presentation:** Paula Burkart, Chad Doverspike and Melinda Pollen worked on a presentation about LEAN to be presented at new employee orientation. The presentation was given to the Steering Committee. It was well received.

**Next Meeting:** The LEAN Steering Committee will meet on December 1, 2016 at noon in the Veteran's Conference room.

Respectfully Submitted  
Judy Knudsen

**Minutes**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, November 2, 2016**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, WI 54302**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>X</u>	Mark Handeland	<u>X</u>	Debbie Schumacher	<u>X</u>
James Botz	<u>X</u>	Matthew Harris	<u>X</u>	Ray Tauscher	<u>X</u>
Brian Brock	<u>X</u>	Frederick Heitl	<u>Exc</u>	Jason Ward	<u>Exc</u>
William Clancy	<u>Exc</u>	Phil Hilgenberg	<u>X</u>	Dave Wiese	<u>Exc</u>
Norbert Dantine, Jr.	<u>Exc</u>	Kathleen Janssen	<u>X</u>	Reed Woodward	<u>Exc</u>
Bernie Erickson	<u>Exc</u>	Dotty Juengst	<u>X</u>	City of Green Bay (Vacant)	
Kim Flom	<u>X</u>	Patty Kiewiz	<u>Exc</u>	City of Green Bay (Vacant)	
Steve Gander	<u>X</u>	Michael Malcheski	<u>X</u>	Br. Co. Board – DePere (Vacant)	
Adam Gauthier	<u>X</u>	Gary Pahl	<u>Exc</u>		
Steve Grenier	<u>Exc</u>	Terry Schaeuble	<u>Exc</u>		

**OTHERS PRESENT:** Cole Runge, Aaron Schuette, and Kathy Meyer

C. Runge asked the Planning Commission for permission for staff to run tonight's meeting due to both the President and Vice President being excused. Motion was made by D. Schumacher and seconded by M. Harris for staff to run the meeting. Motion carried.

1. Approval of the minutes of the October 5, 2016 regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by D. Juengst and seconded by P. Blindauer to approve the minutes of the October 5, 2016, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Discussion and action regarding the Draft 2017 Green Bay MPO Transportation Planning Work Program.

C. Runge presented the draft 2017 Green Bay MPO Transportation Planning Work Program.

C. Runge reviewed the examples of significant transportation planning issues in 2017. They include:

- MPO Long-Range Transportation Plan Performance Measures Implementation. C. Runge stated that this is something that is completed annually, and we have an updated set of performance measures that the Planning Commission adopted in October of 2015. The seven categories include:
  - 1) Transportation Structures and Pavement Condition;
  - 2) Transportation Safety;
  - 3) Highway and Street Operation, Safety, and Accessibility;
  - 4) Bicycle and Pedestrian Facilities;
  - 5) Public Transportation;
  - 6) Transportation Services for Seniors and People with Disabilities; and
  - 7) Freight Transportation.

- **Congestion Management Process (CMP) Update.** C. Runge stated that the Planning Commission approved the first CMP document in December of 2013. The current CMP will have been in place for four years at the end of 2017, and MPO staff intends to update the CMP in 2017 to ensure that it is consistent with the updated Long Range Transportation Plan and revised Transportation Improvement Program project selection process. The update will also enable the CMP to comply with the recently enacted regulations in the federal Fixing America's Surface Transportation Act.
- **Development of State and MPO Transportation System Performance Targets.** C. Runge stated that we have our Long-Range Performance Measures, and we need to, in conjunction with the state, identify a set of additional performance targets. The first step in this process is for the state to identify its targets and the state has until mid-2017 to complete this step, then staff will work with the state in the first half of 2017. Once this is completed the MPO needs to establish its own set of performance targets largely based on the state's. C. Runge stated that he expects that this will be completed in the spring of 2018.
- **Green Bay MPO Title VI and Non-Discrimination Program/Limited English Proficiency Plan Update.** C. Runge stated that in 2014 the Planning Commission adopted our first Title VI plan and we have to go on a three-year update cycle. C. Runge stated that in 2017, MPO staff will update the Title VI plan to ensure that the plan's demographic analyses are current and consistent with federal law.
- **Environmental Impact Statement (EIS) for Transportation Improvements in the Southern Portion of the Green Bay Metropolitan Area (Non-MPO Activity).** C. Runge stated that in 2016, we focused on largely the Interstate Access Justification Report's traffic analysis and development of conceptual interchange designs. Our goal by the end of 2016 is to have a better idea of how a new interchange south of Scheuring Road would affect the existing interchanges and the existing freeway system. C. Runge stated that once this is finished, staff will continue to focus on the EIS document with the goal of having everything wrapped up by the end of 2018.

K. Flom on behalf of the City of De Pere thanked C. Runge and expressed appreciation to the County for the work on the Southern Bridge.

A motion was made by K. Flom and seconded by A. Gauthier to approve the Draft 2017 Green Bay MPO Transportation Planning Work Program. Motion carried.

### 3. Presentation of the Rural Specialized Transportation Study.

A. Schuette provided a presentation on the Brown County Rural Specialized Transportation Study via PowerPoint.

The Brown County Aging and Disability Resource Center (ADRC) determined there was a need for an expansion of their specialized transportation services out into the rural areas of Brown County to take individuals to doctor's appointments, hair appointments, grocery shopping, social visits, church, etc. In early 2016, the ADRC Board contracted with the Brown County Planning Commission staff to prepare a study to determine the potential demand for specialized transportation in the rural parts of the county.

A. Schuette reviewed the demographic trends chart of Brown County. Estimates for 2016 show Brown County has a population of 258,000 people, and in 2010 there were 249,007 people in Brown County. Growth is not equal in all communities; some communities are growing faster than in others, noting strong growth in the suburban areas, although there is still quite a bit of growth in the rural areas.

A. Schuette reviewed current specialized transportation options and potential client demand.

A. Schuette reviewed age distribution graphs and population projections, noting population as a whole is getting older and living longer.

A. Schuette defined urbanized areas and rural areas of Brown County using the Metropolitan Planning Organization (MPO) Urbanized Area Boundary.

A. Schuette reviewed what services are available today. In the urbanized area the primary service is through Green Bay Metro's paratransit and Metro's reduced-fare transit service. Curative Connections is a contracted provider through ADRC to provide demand-response trips for individuals within specific service areas. There are areas that Curative Connections is not serving. The rural driver escort service program is also run through ADRC. Other transportation options include the Wisconsin Non-Emergency Medical Transportation (NEMT) program, Oneida Transit, Salvation Army, Disabled American Veterans (DAV), Lamers, Taxis, and Uber.

A. Schuette touched on some of the issues surrounding rural specialized transportation. One issue is program eligibility. Clients have a difficult time determining the appropriate transportation provider and details of pick-up/drop-off and other issues. Availability is another issue; transportation is limited to areas served by Curative Connections and limited volunteer drivers. Cost is a major issue, particularly short local trips. Geography was another issue identified.

A. Schuette stated that staff took the data and put together a series of recommendations, both programmatic and service recommendations. Programmatic recommendations include supporting the creation of a mobility manager position and a travel trainer position. The mobility manager will be more focused on coordinating operations and creating efficiencies, making connections, making those partnerships necessary to make the process work. The travel trainer position being focused on customer service, being the point of contact for ADRC staff, municipalities, and people interested in getting the service. Service recommendations generally involve expanding Curative Connections service areas to the urbanized areas, capturing most of the high demand areas. To facilitate the expanded service areas, work with local communities to store vehicles in dispersed locations, recruit an adequate number of volunteer drivers, and ensuring expansion is cost effective for Curative Connections to provide the service.

A digital copy of the adopted study may be downloaded from the following hyperlink:  
<http://tinyurl.com/RuralBCStudy>

#### 4. Meeting time survey results.

C. Runge provided an update on the results of the meeting start time survey. Many members are not able to meet any earlier, therefore, staff recommends continuing to meet at 6:30 p.m.

#### 5. Directors Report.

C. Runge stated that everyone should have received an updated Brown County Bike and Pedestrian Crash Analysis. C. Runge stated that he added an introduction, a "next steps" section at the end of the document, and removed two graphs. C. Runge stated that the analysis has been sent out to communities, police departments, school districts and others. C. Runge stated that he has already received some feedback on the analysis.



6. Brown County Planning Commission staff updates on work activities during the month of October.

A motion was made by A. Gauthier and seconded by P. Blindauer to receive and place on file the Brown County Planning Commission staff updates on work activities for the month of October 2016.

7. Other matters.

None.

8. Adjourn.

A motion was made by A. Gauthier and seconded by K. Flom to adjourn. Motion carried.

The meeting adjourned at 7:15 p.m.

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
December 7, 2016**

**November, 2016 Staff Activity Reports**

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**The recent major planning activities of Chuck Lamine, Planning Director:**

- Coordinated the November 2<sup>nd</sup> Brown County Planning Commission Board of Directors meeting packet.
- Attended the Economic Development Committee Department Head meeting with County Executive.
- Attended the November 2<sup>nd</sup> Brown County Board Budget meeting for approval of the overall 2017 Planning and Land Services Department budget.
- Facilitated staff meetings with Planning Division and PALS Manager Staff.
- Met with County Executive and various county representatives regarding potential improvements and development of the Brown County Research and Business Park.
- Developed a draft letter to the Governor seeking financial assistance for the STEM Innovation Center.
- Prepared preliminary grant documents for funding of the STEM Innovation Center for WisDOA Secretary.
- Prepared for and participated in an EIS Lead Agencies meeting with WisDOT staff, and the County Principal Transportation Planner.
- Attended the October 26<sup>th</sup> Brown County/Green Bay Professional Football Stadium District meeting.
- Participated in two conference calls with the Principal Transportation Planner and WisDOT staff regarding the development of an economic impact model for the Southern Bridge project.
- Coordinated a Brown County Economic Development RLF loan review and coordinated a BCRLF Loan Committee meeting.
- Completed two Brown County Economic Development RLF loan reviews.
- Attended the October 25<sup>th</sup> Advance Economic Development Strategic Plan roundtable meeting.
- Completed and submitted the semi-annual report to WisDOA for CDBG Economic Development Loan Program.
- Prepared meeting packet and attended the November 11<sup>th</sup> Brown County Revolving Loan Fund Committee meeting.
- Attended the November 14<sup>th</sup> County Board Budget Veto meeting.
- Participated in a conference call with the Principal Transportation Planner and representatives of WisDOT and SRF Consultants to discuss the status of and next steps regarding the traffic analysis for the Interstate Access Justification Report (IAJR).

**The recent major planning activities of Cole Runge, Principal Transportation Planner:**

- Reviewed and submitted comments to WisDOT regarding three additional drafts of WisDOT's updates to the cooperative transportation planning agreement between the Brown County Planning Commission, Green Bay Metro, and WisDOT. Also participated in a

conference call regarding the draft cooperative agreement with the County Planning Director and representatives of WisDOT.

- Distributed the final 2010-2014 Bicycle and Pedestrian Crash Analysis for Brown County to the BCPC Board of Directors and to school districts, communities, and law enforcement agencies in Brown County.
- Began Detailed Bicycle Crash Study #1 (Walnut Street between Webster Avenue and Ashland Avenue in Green Bay) based on the results of the 2010-2014 Bicycle and Pedestrian Crash Analysis for Brown County. This involved requesting and obtaining detailed crash reports from the Wisconsin Traffic Operations and Safety (TOPS) Laboratory, reviewing the crash reports, and beginning to prepare a study report.
- Prepared the approved 2017 Green Bay MPO Transportation Planning Work Program for distribution to state and federal agencies.
- Participated in a conference call with the County Planning Director and representatives of WisDOT and SRF Consultants to discuss the status of and next steps regarding the traffic analysis for the Interstate Access Justification Report (IAJR).
- Continued to work with WisDOT to develop an economic impact analysis for the EIS project alternatives.
- Participated in an EIS/IAJR Lead Agencies meeting with the County Planning Director and representatives of WisDOT and the Brown County Public Works Department.
- Prepared the Draft Section 5310 Program Recipient Coordination and Management Plan Update to present to the BCPC Board of Directors, Brown County Transportation Coordinating Committee (TCC), and Green Bay Transit Commission. Also developed approval resolutions for the BCPC Board of Directors and Green Bay Transit Commission.
- Prepared the Draft Green Bay MPO Public Participation Plan Update to present to the BCPC Board of Directors. Also prepared materials for the plan's public hearing.
- Developed the agenda and other materials for the December meeting of the Brown County TCC. Also sent the materials to the TCC members.
- Reviewed and commented on the Draft 2016 Brown County Bicycle and Pedestrian Plan Update.
- Conducted an MPO staff meeting to discuss work assignments for 2017.

**The recent major planning activities of Aaron Schuette, Principal Planner:**

- Processed purchase orders for the Northeastern Region CDBG-Housing Program and Brown County RLF-Housing Programs.
- Prepared six Environmental Review Records for proposed regional CDBG-Housing projects.
- Prepared two historic review requests for regional CDBG-Housing projects.
- Sent out CDBG-Housing or Housing-RLF applications to potential clients as requested.
- Updated individual obligation journals for housing rehabilitation loan projects when completed.
- Met with HQS inspector to resolve a project issue.
- Prepared and submitted regional CDBG-Housing quarterly reports and reimbursement request for the third quarter of 2016.
- Created Regional RLF tracking journals.
- Prepared new Request for Quotes for Housing Quality Standards (HQS) inspection services and title letter report services for the new regional CDBG-Housing grant (H 14-15-04).
- Updated Farmland Preservation Plan maps for the Town of Humboldt, Town of Morrison, and Town of Lawrence.

- Completed a draft Brown County Farmland Preservation Plan Update/ Agricultural Resources Chapter of the Brown County Comprehensive Plan and provided to Brown County Land and Water Conservation Department for review.
- Prepared maps for the Town and Village of Wrightstown.
- Presented the Brown County Rural Specialized Transportation Study to the BCPC Board of Directors on the evening of November 2.
- Continued collecting the background data on the Harbor and Boat Launch Study, funded with a Wisconsin Coastal Management Grant.
- Began review and scoring of 2016 Wisconsin Coastal Management Program grant applications.
- Presented draft Chapter 3 – Transportation and draft Chapter 2 – Land Use Background to the Pulaski Planning and Zoning Commission on the evening of November 16.
- Began Chapter 6 – Utilities and Community Facilities of the Village of Pulaski Comprehensive Plan.
- Met with the Pulaski Police Chief and Sewer/Water Crew Leader to discuss the village's comprehensive plan update on November 22.
- Met with the Tri-County Fire Department Chief to discuss the Village of Pulaski Comprehensive Plan on the evening of November 22.
- Met with the Pulaski Area School District Superintendent on November 23 to discuss the Village of Pulaski Comprehensive Plan Update.
- Met with the Pulaski Public Works Crew Leader on November 28 to discuss the Village of Pulaski Comprehensive Plan Update.
- Assisted the Town of Glenmore, Town of Eaton, and Village of Pulaski Zoning Administrators with zoning/land division questions.
- Assisted 51 members of the public or local communities with inquiries related to the CDBG-Housing program, local planning, zoning, or land division issues.

**The recent major planning activities of Dan Teaters, Senior Planner:**

- Completed a draft of the Brown County Bicycle and Pedestrian Plan.
- Certified Survey Maps (CSMs)
  - Began Review of 8 new CSMs
  - Completed review of 10 CSMs
  - Signed and filed 7 CSMs
- Plats
  - Preliminary Plats
    - Began review of 2 preliminary plat
    - Completed review of 0 preliminary plat
  - Final Plats
    - Began review of 0 final plats
    - Completed review of 0 final plats
- Water Quality Management Letters
  - Issued 1 208 WQM approval letters
- ESA Amendments
  - Completed 1 ESA Plan Corrections
  - Received 0 ESA Amendment Applications
  - 1 Site visit for ESA violations or amendments
- Water Quality Grant
  - Completed the 3<sup>rd</sup> quarter reimbursement request
  - Uploaded 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarter requests to the WDNR SWIMS site

- Assisted 32 members of the public or local communities with inquiries related to natural resources or land division questions.
- Prepared a "maps" presentation for the 1<sup>st</sup> grade class at Danz Elementary.
  - Presented on 11/29/2016
- Provided additional planning services and ESA related duties, including advice on inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Attended the Brown County Wellness Committee meeting on 11/30/2016.

**The recent major planning activities of Lisa Conard, Senior Transportation Planner:**

- Published the *2016 Coordinated Public Transit-Human Services Transportation Plan for Brown County*. The plan is required by the Federal Transportation law FAST-Act and will allow certain federal and state human-service related transportation dollars to be applied for and received by select local agencies. Submitted document to WisDOT in anticipation of certification to FTA.
- On behalf of Green Bay Metro, continued and completed work on the development of a random selection survey strategy that meets the statistical standard of 95 percent confidence and +/- 10 percent precision in an effort to fulfill the FTA's National Transit Database (NTD) reporting requirements. Prepared all of the necessary operation tables and documented methodology. Sampling will begin in January of 2017 and continue throughout the year. The sample is required every third year. Viewed webinar titled *National Transit Database Sampling Requirements and Guidance*.
- Conducted research regarding relationship of free election-day transit service and voting along with the potential impact on farebox revenue. Provided information to Green Bay Metro staff in advance of a special Transit Commission meeting to act on said service.
- Began and completed the *Green Bay Metro Quarterly Route Data and Analysis, November 2016* edition.
- Reviewed the DRAFT Wisconsin Statewide Transportation Improvement Program (STIP).
- Participated in a meeting with UW Green Bay and Green Bay Metro staffs to discuss universal pass program options.
- Consulted and/or provided information to Metro staff regarding various services, compliance, and/or other issues.
- Participated in the Green Bay Transit Commission meeting on October 28 and November 16.
- Participated in MPO staff and BCPC staff meetings as necessary.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Continued to assist with the Land Information/Tax Collection System Replacement project. Reviewing & scoring proposals, etc.
- Continued assisting Technology Services & Public Safety Communications with the 911 Computer Aided Dispatch project: Attended kickoff meeting on Oct 11; Participated in phone calls with TS & Vendor; Formatted & sent GIS data to vendor for review.
- Continued to assist Tech Services staff regarding a GIS Server upgrade project
- Continuing to coordinate a 2017 aerial photo project with partners: Municipalities, utilities, neighboring counties, and other agencies.
- Continued to support Public Safety Communications with address & beat recommendation updates. Met with staff to review Highway 41 dispatch recommendation areas and discuss changes due to the freeway changes.

- Continued to develop the new online mapping site: Launched a new "advanced" online mapping site.
- Assisted various communities with maps and data to support the election. Created lists with addresses also showing ward & district information, polling place, etc.
- Submitted final report for the 2015 Land Information Strategic Grant.
- Produced a report of land owners who have POWTS maintenance past due (for Zoning).
- Produced map for the county budget book.
- Performed more edits to the GIS database (new subdivisions, street additions/vacations, annexation, addressing, environmentally sensitive areas, etc).
- Modified / enhanced online GIS web services.
- Lots of troubleshooting on the old GIS server was needed this month.
- Provided GIS data and other services for Mi-Tech, OMNNI Associates, Performa Inc, Stantec Consulting Services Inc, TransCanada, Applied Research Associates, Mayotte Design & Engineering, Patrick Engineering Inc, Pfefferle Companies Inc, Land Surveying Services, Taylor Real Estate, Bank of Luxemburg, T3W Business Solutions Inc, WIREdata Corporation, PCMC, Info Pro Lender Services, GO Company, Green Bay Newcomers, Rawhide, Bureau of Indian Affairs, US Census, US Fish & Wildlife Service, UWGB, UW-Madison, City of Green Bay, Green Bay Water Utility, City of DePere, Village of Pulaski, Village of Suamico, Village of Bellevue, Town of Eaton, Town of Humboldt, Town of Green Bay, Town of Scott, Town of Lawrence, Town of Ledgeview, Town of Rockland, Town of Pittsfield, and others.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

**The recent major planning activities of Todd Mead, Planner I - Housing:**

- Prepared and ordered two (2) interim site inspections for the Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program.
- Prepared and ordered one (1) final site inspection for a Brown County Revolving Loan Fund (RLF) Housing Program client.
- Prepared and ordered six (6) housing quality standards (HQS) inspections for CDBG clients.
- Prepared and ordered eight (8) final site inspections for CDBG clients.
- Prepared and ordered one (1) lead-based paint assessment test for a CDBG client.
- Prepared and ordered one (1) lead-based paint clearance for a CDBG client.
- Met with four (4) CDBG clients and their contractors to prepare them for their future rehabilitation project.
- Opened six (6) new CDBG applications.
- Denied and closed out two (2) CDBG applications.
- Prepared and closed six (6) CDBG Housing Rehabilitation Loans.
- Submitted and corresponded with six (6) bid documents to CDBG applicants for future rehab projects.
- Reviewed and prepared three (3) satisfactions for existing CDBG clients due to project change orders.
- Attended monthly Brown County Lead Paint Coalition meetings.
- Attended staff meetings.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.

- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.

**The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):**

- Issued two addresses for the Town of Pittsfield as requested.
- Updated Transit Guide for Green Bay Metro's website.
- Updated Limited Service Route 65 AM and full Limited Service Routes map.
- Brown County Bicycle and Pedestrian Plan
  - Updated pedestrian network gap analysis maps.
  - Updated maps identifying public comments for each community.
  - Analyzed and calculated total miles of sidewalks along collector and arterial street system.
  - Analyzed and calculated total miles of bicycle facilities on collector and arterial street system.
  - Analyzed and calculated total miles of multiuse trails in the Green Bay Metropolitan Planning Area.
  - Created a map showing existing bicycle parking facilities.
- Continue to update street centerlines where boulevard exists and at the I-41 projects.
- Provided GIS shapefiles of the Green Bay Metro Route System to a staff at 1000 Friends of Wisconsin.
- Posted plans, documents, and announcements on website, Facebook, and Twitter.
- Participated in PALS staff meetings monthly as scheduled.

**PROCEEDINGS OF THE BROWN COUNTY  
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, November 15, 2016 at 4:30 p.m. in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**PRESENT:** Vice Chair Koslowski, Duane Pierce, Delores Pierce, Joe Witkowski, Louise Dahlke, Jerry Polus, Jim Haskins, Matthew Franklin, Cathy Williquette, Linda Pera

**EXCUSED:** Bernie Erickson

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**\*\*Running Total of Veterans' Certificates: 1778**

**1. Call Meeting to Order.**

The meeting was called to order by Vice Chair Ed Koslowski at 4:30 pm.

**2. Invocation.**

A moment of silence was observed in honor of soldiers who have lost their lives in the last month.

**3. Approve/Modify Agenda.**

**Motion made by Jim Haskins, seconded by Delores Pierce to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**4. Approve/Modify Minutes of October 18, 2016.**

**Motion made by Duane Pierce, seconded by Louise Dahlke to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

At this time Jerry Polus introduced new staff member Matthew Franklin. Franklin joined the staff in the Veterans' Office and will be working on all benefits. He came from Montana where he worked in veterans' services and has hit the floor running and is doing a great job.

**5. Budget Status Financial Report for September, 2016.**

This item was deferred until the December, 2017 meeting.

**6. Update re: Honor Rewards Program.**

Register of Deeds Cathy Williquette informed this will be the last meeting she attends as she will be retiring. She introduced Linda Pera to the group and indicated that Linda has been helping with the Honor Rewards program and will be taking care of the program for the Register of Deeds office. Williquette also informed that Register of Deeds staff attended the Veterans' Breakfast to sign veterans up for the program. She asked if the group would like a representative of the Register of Deeds Office to attend each meeting or if information about the program should flow through Polus's office instead. Polus responded that he would share information with the group if he received it from the Register of Deeds.

Williquette continued that there are currently four counties in the state that participate in the program as well as several other counties working on it. In Brown County there are currently 80 businesses signed up and 211 requests for cards have been made, however, a small number were rejected due to residency and they are still waiting for verification on several others.



Louise Dahlke asked about verification of the DD214 forms if someone signs up online. Williquette explained the process and said that when someone signs up her office looks for a DD214 which should be filed with the Register of Deeds. If they are unable to find a recorded DD214, they forward the request to Polus who uses various means to verify the person. If they are unable to verify the DD214, the membership is denied, however, both Williquette and Polus assured that they do whatever they possibly can to verify the military service. Williquette also reminded that veterans can provide other forms of military ID to get their discount.

**7. Update re: 2017 Veterans' Appreciation Day at the Brown County Fair.**

Haskins informed that Laura Nehlsen who has sung the National Anthem in the past no longer has time to make the commitment. He has recruited the lead singer for the band, Big and Tasty, Holly Larson, to sing the National Anthem at next year's Appreciation Day event. With regard to entertainment, Polus said he will be contacting both the Air Force Band and the Navy Band to see if either is available to perform at the event. Franklin said that he may have a connection for the Presidents Own Marine Band and he can check into that as well.

Dahlke informed the Fair Association has been contacted by a group of veterans who would like to bring in two Huey helicopters at no cost. They would like the helicopters there all day for viewing and they will give rides at a cost of about \$100 each. These veterans can only be at the Fair on Sunday and Dahlke asked for feedback of the Subcommittee regarding moving the Veterans' Appreciation Day event to Sunday rather than Saturday. She noted that this is the early planning stages and she will keep the group informed. The group discussed the pros and cons of moving the Appreciation Day event to Sunday and the consensus was that this would be agreeable. Dahlke will continue to keep the group updated on this.

The tickets for the Fair were also discussed, in particular going to an electronic ticket system. Dahlke said that electronic tickets were tried this year and it went over well. She said they will go with electronic tickets next year and she will ask if there is a way to do the veterans tickets online as well. Koslowski suggested that if the tickets are electronic, veterans should be required to show a military ID at the gate to verify their veteran status. He noted that over 600 tickets were distributed this year but only 124 raffle tickets were handed out.

**8. Possible update re: Veterans Day events.**

Haskins said he was at the VFW event and there was a good turnout, but people did ask about prizes. Next year he will solicit prizes himself. He also said that Julie's Café was not included in the newspaper article and they were not happy about it and he also noted there were several other businesses that he typically talked to about discounts that were not in the article. Haskins said next year he will go to talk to the businesses in person and apologize for not being included in this year's article. Koslowski explained that he used the best list he had available and sent a postcard to all of the businesses on the list asking if they were offering discounts this year. If the businesses did not return the postcards, they were not included. Koslowski said he will print up the same cards next year and Haskins can hand deliver them and explain how to fill them out and send them back so everyone is included in the newspaper article. Haskins said the list of offers and events that was distributed at the VFW went over well and was a good idea. Koslowski said he will look at improving the master list of businesses that provide offers for next year's event.

**9. Report from CVSO Jerry Polus.**

CVSO Jerry Polus informed that he just received confirmation that a wheelchair accessible van has been ordered through the DAV to provide disabled veterans with transportation to appointments, both to the VA as well as to personal appointments. This van was made possible through a local, county and state coordination with federal grant money and Brown County supported the portion the DAV would have to pay of about \$7000. The van should be here in a few months and will be a big benefit to those who have had to hire drivers in the past to transport them to their appointments.

**10. Comments from Carl Soderberg.**

Soderberg was unable to attend the meeting and therefore there was no report.

11. **Report from Committee Members Present (Erickson, Dahlke, Haskins, Koslowski, Pierce, Rosinski & Witkowski).**

-Dahlke did not have anything to add other than what was discussed regarding the Fair earlier in the meeting.

-Haskins shared a book of letters that were written to him by the children at the child care center he works at. He appreciated this very much and said he was touched.

-Koslowski mentioned the display at Associated Bank on Cardinal Lane and said that he will be taking it down next week if anyone would like to help. He also reminded the group that the next meeting of this Subcommittee will take place at the airport.

-Pierce asked for an additional moment of silence in memory Mark "Wizard" Tilkens who died on November 2 and was the original Chapter President of Rolling Thunder, Chapter 3.

-Witkowski brought a copy of the Veterans Day article from the newspaper. He also shared an article from the AARP magazine that listed a number of restaurants who provide deals to veterans all year long. He also talked about an article about a free service from the National Council of Aging that connects people 55 and over with programs that help pay for medications, food, utilities and housing. More information can be found at [benefitscheckup.org](http://benefitscheckup.org).

12. **Such Other Matters as Authorized by Law. None.**

13. **Adjourn.**

**Motion made by Jim Haskins, seconded by Duane Pierce to adjourn at 5:29 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary